

STANDARD INSTALLATION
TOPIC EXCHANGE SERVICE



RELOCATION INFORMATION FOR

Mannheim
Germany

Information Date
July 09, 2003

Visit the SITES Web Site at
<http://www.dmdc.osd.mil/sites>

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Installation

Installation Overview

For more information on this subject:
Sponsorship Gateway
<https://www.sgate.hqusareur.army.mil/>

The Mannheim military community is located in southwestern Germany, approximately 100 Kilometers (Km)/60 miles south of Frankfurt and 25 Km/15 miles northwest of Heidelberg. Specific directions for arriving personnel can be found in the MUST KNOW ITEMS section.

The Army military units in the Mannheim community fall under the major command of United States Army Europe (USAREUR).

The mission of local US Army units is predominately Signal, Transportation, and Military Police support. Also the US military confinement facility for Europe is located on Coleman Barracks.

The approximate total population assigned is 15,000 which consists of: Army active duty, 4,000; Air Force active duty, 200; Army family members, 6,484; Air Force family members, 197; civilian employees and family members, 3,266 and US military retirees, 727.

Telephone access from the United States for military numbers is in the format of 011-49-621-XXX-XXXX. For example:

Military Telephone Operator/Information:
DSN 380-1110/113 CIV 011-49-621-730-0/113

Sullivan Barracks: DSN 385-XXXX CIV 01149-621-730-XXXX

Ben Franklin Village: DSN 380-XXXX CIV 01149-621-730-XXXX

Taylor Barracks: DSN 386-XXXX CIV 01149-621-718-XXXX

Spinelli Barracks: DSN 384-XXXX CIV 01149-621-730-XXXX

Funari Barracks/Turley Barracks: DSN 380/381/385-XXXX CIV 011-49-621-730-XXXX

Coleman Barracks: DSN 382-XXXX CIV 011-49-621-779-XXXX

Schwetzingen: DSN 379-XXXX CIV 011-49-6202-80-XXXX

German Telephone Information: Numbers within Germany: 11833
Numbers outside Germany: 11834

When using civilian telephones within Germany always drop the country code prefix (49) and add a '0' (number zero) prior to dialing the city/town prefixes: 0621-XXXX, 06241-XXXXXX, etc.

Telephone numbers for various units can be found in the MAJOR UNIT LISTING.

TO CONTACT THE STAFF DUTY OFFICER AT THE MANNHEIM PROVOST MARSHALL MILITARY POLICE DESK:

DSN 385-2378/3200 CIV 0621-730-2378/3200

NOTE: All civilian numbers given in this guide will be in the local German dialing format, for example: 0621-XXXX. Always remember to add the '011-49' and drop the leading '0' (zero) from the local prefix of the number if dialing from outside Germany.

The Mannheim Military Community had its original roots with the American occupational forces immediately following World War II. Since 1974, the mission has been to be the single point of control for Americans and to provide base operations support for tenant units in the assigned geographical area. The Mannheim US Military Community Activity (USMCA) was consolidated with USMCA-Worms in 1990 and was reflagged as the 293rd Base Support Battalion (BSB) of the 26th Area Support Group (ASG) in 1991. The current area of responsibility extends over 938 square miles with a total of 20 installations.

The 293rd BSB supports units from every major command in USAREUR and some units not headquartered within the Federal Republic of Germany, totaling over 15,000 residents. The six major troop billets of Sullivan Bks, Taylor Bks, Turley Bks, Spinnelli Bks, Coleman Bks and Funari Bks are located in the suburbs of Mannheim. Friedrichfeld depot is located outside the town of Schwetzingen in the direction of Heidelberg.

The major housing area is Benjamin Franklin Village (BFV) located adjacent to Sullivan and Funari Bks in Mannheim.

Name: 293D Base Support Battalion
Address: Unit 29901
City: APO 09086-9901
Phone: DSN 380-1500 CIV 0621-7301500
FAX: DSN 385-3514 CIV 0621-7303514
E-Mail: http://home.mannheim.army.mil/
Comments: Local duty hours are M-F 0730-1630 After duty hours, contact can be made with the Mannheim Military Police duty desk at the previously listed numbers.

Must Know Items

For more information on this subject:
Check out the 293rd BSB Website!
<http://home.mannheim.army.mil/>

Mannheim lies in a valley surrounded by hills and is built upon the confluence of the Rhein and Neckar rivers. It is approximately 45 minutes south of Frankfurt and 20 minutes northwest of Heidelberg. From Sullivan Barracks/Benjamin Franklin Village to the city center takes approximately 10 minutes by car and 20 minutes by streetcar. Prior arriving to Mannheim, Service Members should be able to access a Sponsor through the "Sponsorship Gateway to Europe" or S-GATE at, you will find this web link in the Installation Overview section.

All personnel arriving in Germany by plane at Rhein Main Air Force Base/Frankfurt International Airport will process through the 64th Replacement Detachment at Rhein Main Air Base and will be transported to their duty station by the 'S' bus. Individual sponsors are not allowed to greet the incoming soldier at Frankfurt International Airport or Rhein Main Air Base.

For personnel arriving by car, note that Mannheim is not just casually nicknamed "Autobahn City" by both German and American residents. [Autobahn is the German word for the equivalent of an Interstate highway]. The reason is most obvious as soon as you look at a map. Autobahn A6 wraps itself around Mannheim, intersecting with A67 to Frankfurt just northeast of the city outskirts. When approaching from any direction, get on A6 and proceed to the Viernheim exit onto B38 (German route). All military exits are marked. To get to Coleman Barracks take instead the B44 exit from A6 toward the outskirts of the town of Sandhofen.

If arriving by train, get off at Mannheim Hauptbahnhof (Main train station) and exit the station

at the front entrance. A streetcar station is located directly opposite the front entrance. Take streetcar 5R toward the town of Viernheim and get off at the Kafertal Wald stop. This stop is directly in the middle of the American facilities of Sullivan Barracks, Benjamin Franklin Village housing area and the military shopping area.

Most of the community's soldiers are stationed in the Mannheim suburb of Kafertal in the German state of Baden-Wurttemberg; however, the 293rd BSB boundaries encompass the eastern region of the state of Rheinland-Pfalz and a small southern projection of the state of Hessen.

It is best to arrange to arrive during normal duty hours (M-F, 0730-1630) if arriving by car or train since the Central Processing Facility (CPF) in Bldg. 255, Sullivan Barracks will be open then. Bldg. 255 is located on the only traffic circle at the Kafertal Wald streetcar stop. For further information concerning inprocessing, temporary quarters, guest housing, pets and cost of living in the area, refer to the RELOCATION SERVICES section. For child care information refer to the CHILD AND TEEN SERVICES section.

!!!! HOT !!!!

CYS Waiting List Guidance for Incoming Families:

Child care availability in USAREUR varies from one installation to the next. Some communities have significant child care waiting lists. Soldiers and DoD civilians who are on pinpoint orders to USAREUR may contact the Child and Youth Services (CYS) Central Enrollment Registration Office (CER) at their gaining installation to register their child(ren) on the child care waiting list 60-90 days prior to their arrival. To sign up, parents should fax a copy of their orders to the gaining CER office.

Extended Day Care Facilities: Mannheim Child and Youth Services offers before and after school services as well as after school extra-curricular activities.

School-aged Services Before School hours are: M-F 0545-0800

After School hours are: 1500-1745

Youth Services for youth 6-12 Grade hours are: M-Th 1500-2000, F-Sa 1500-2200

Please see the Education section for more information.

Family Child Care offers extended child care options such as full day, hourly care, respite care and special needs. Extended and long term care for children

from 4 weeks to 12 years of age is also available. Please call 380-9668 or 0962-7309668 for more information.

Please refer to the Child and Teen Services section of this file for phone numbers for the CER. The family's date of arrival at the gaining installation becomes the sign-up date and will determine placement on the waiting list. Please call your local CER office for more information.

Schools:

One elementary, one middle school and one high school serve the children in the 293rd BSB.

DoDDs Calendar-SY 2003-2004

2003

3 April End of 3rd Quarter
7-11 April Spring Recess
14 April Begin 4th Quarter
13 June Last day of school
2 September Begin 1st Quarter and 1st Semester
30 October End of 1st Quarter
3 November Begin 2nd Quarter
22 December Begin Winter Recess

2004

5 January Instruction Resumes
22 January End 2nd Quarter and 1st Semester
26 January Begin 3rd Quarter and 2nd Semester
1 April End of 3rd Quarter
5 April Begin Spring Recess
12 April Instruction Resumes for 4th Quarter
11 June Last day of school

Graduation Requirements: Students graduating in the class of 2002 and beyond are required to earn the following credits:

Language Arts-4 units (2 yrs of ESL may be substituted for 2 yrs of English) Social Studies-3 units (1 unit in U.S. History and 1/2 unit in U.S. Government)

Science -3 units

Mathematics-3 units (2 units must be earned in course work that includes algebra and geometry)

Fine Arts - 1 unit (Visual arts, Music, Theater, Dance and/or Humanities) Career Education -1 unit

Physical Education- 1 unit

Health Education -1/2 unit

Computer Education-1 unit

Electives - 4 1/2 units for a total of 24 units.

Registration: Parents are required to submit the following in order to register students for school: Birth certificate/Passport, up-to-date shot record,

travel orders listing family members, sponsors ID card, and school records from previous school

Exceptional Family Member Program (EFMP) assist families with exceptional family members by assisting with special housing needs, school requirements and recreational programs. Mannheim is designated as a Category 4 community for the purposes of the EFMP means that the school has the ability to provide care for child who require more special services. Programs available includes learning, emotional, communication and services for children with special needs. Medical services are provided via U.S. Army Hospital in Heidelberg, Landstuhl Medical Center, Educational and Developmental Intervention Services (EDIS).

The electrical current in Germany/Europe is 220 volts, 50 cycles, compared to 110 volts, 60 cycles in the United States. Transformers can be purchased to convert the voltage to 220 volts, 50 cycles. However, even with the use of a transformer, some appliances will not run properly on European current and should not be shipped. Examples of items that will not run properly at 50 cycles are clocks and turntables, which will run at 5/6 speed, and items with large motors such as air conditioners, large mixers, and microwaves. While these items will operate on a transformer, permanent damage can be done to the motors by operating them at 50 cycles for an extended period of time. Also, they will not run as efficiently. Freezers will also not operate properly and should not be shipped. However, dual voltage items (110/220 volts) and/or items which are rated at 50/60 cycles operate correctly.

Government quarters are small and government funded storage is not available. The average wait for housing is 3-6 months. One to four bedroom quarters are available and individuals will normally be housed according to their requirements. It is advised that excess furniture not be shipped. Most government quarters are what is referred to as "Stairwell Apartments" with six to eight apartments in each stairwell. Residents share a common laundry area with American type machines. The apartments are small by American standards and noise is a big concern with consideration for others an important issue. Funds for upgrading the BFV housing have been awarded and renovations are ongoing.

Government furniture is only available for temporary use for soldiers E5 and above (this restriction is not enforced at this time but that could change so be prepared to ship furniture if necessary). At this time

E4 and below are authorized government furniture support for the duration of their tour. Availability of some items are limited (couches, double bed, etc.).

The Army Community Service Lending Closet carries NO LINEN! Linen should be carried in luggage, mailed or sent in hold baggage. Kitchen items such as cooking utensils and dishes are readily available for use for no more than 60 days. The Lending Closet also has port-a-cribs, playpens, high chairs, car/booster seats and strollers for 30 day loan but it is recommended that these items also be sent in hold baggage.

Families arriving with pets will be housed at a local German hotel as pets are not allowed at the BFV guest house. There are also travel restrictions on cats and dogs coming to Germany. Currently, there are stringent registration requirements in effect for "fighting dogs"; three breeds, the Pit Bull Terrier, American Staffordshire Terrier, and Bullterrier are considered extremely dangerous. Please contact Mannheim Veterinary Services (DSN 385-2312; Civilian 011-49-621-730-2312) for current information prior to departing the U.S. if you have a dog which may be considered a "fighting dog breed". They must have a rabies shot not less than 30 days nor more than 12 months of the arrival date. In addition the pet must have a health certificate from a veterinarian that is no more than 9 days old. It is wise to get the health certificate as close to departure date as possible in case of any flight delays in route.

There are eight Automatic Teller Machines (ATM) in the Mannheim community: two on Sullivan Barracks, two at the PX Shopping Center, two on Coleman Barracks, one at Turley Bks, Hammond Bks, Spinelli Bks and Thompkins Bks. All are operated by the Community Bank within Europe. If you currently have an account which offers ATM services, you should be able to access your account through these machines with a possible service fee! All ATMs offer

US \$ as well as the Euro. The US \$ to Euro rate changes daily, Monday through Friday.

Automobile insurance is very expensive in Germany compared to US rates. Prices depend upon horsepower, make and model of vehicle, driving record and age of applicant. Persons under 25 years of age will find insurance prices extremely high. If your vehicle is financed and the creditor requires full coverage, it can be a financial burden to insure your vehicle here. Insuring with a US company which has an agreement with a German company is a possibility of holding the cost down.

Unleaded gasoline is now plentiful in Europe and is the only type available in Germany. There is no longer any need to have the catalytic converter disconnected. Although the Army/Air Force Exchange Service (AAFES) offers automotive repair services and auto parts, you might want to ship any parts that might be unique to your vehicle in your household goods. Not all parts for US made vehicles are carried by AAFES and the wait time for ordering parts from the US can sometimes be excessive.

NOTE: LEADED GASOLINE IS NO LONGER SOLD ANYWHERE IN GERMANY, INCLUDING AAFES STATIONS; ONLY UNLEADED REGULAR, SUPER AND SUPER PLUS GASOLINE AND DIESEL ARE AVAILABLE.

Telephone installation fees from the German telephone company are 90 Euro for a first time installation or 47 Euro if the number has not been reassigned. Monthly base charges are currently 25 Euro per month. All bills are not itemized but this service can be had for a one time fee of 18 Euro.

EFFECTIVE IMMEDIATELY: All APO address zip code numbers require a four-digit suffix. For Mannheim the area the correct address is: 293D BSB, Unit 29901, BX 25, APO,AE 09086-9901.

Must Know Items

<i>--Installation--</i>	
Site Name	Mannheim
Last Updated	July 09, 2003
Country	Germany
County	
ZIP Code	09086
Service	USA
Host Command	USAREUR
Physical Size	1954
<i>--Phones--</i>	
DSN Country Code	314-
DSN Number	385-2447
Commercial Country Code	49-
Commercial Area Code	621-730-
Commercial Number	2447
FAX DSN Country Code	314-
FAX DSN Number	385-3184
FAX Commercial Country Code	49-
FAX Commercial Area Code	621-730-
FAX Commercial Number	3184
<i>--Official Mailing Address--</i>	
Street Line 1	293D BSB
Street Line 2	Unit 29901, Box 25, ATTN: Relo
City	
Overseas P.O.	APO AE
ZIP Code	09086
<i>--Deliverable Address--</i>	
Street Line 1	293D BSB
Street Line 2	Unit 29901, Box 25, ATTN: Relo
City	
Overseas P.O.	APO AE
ZIP Code	09086
E-Mail	site1750@cmtymail.26asg.army.mil

Geographically Separated or Satellite Locations

The Mannheim military community is comprised of several posts within a relatively small area in and around Mannheim. Sullivan, Taylor, and Funari Barracks, Benjamin Franklin Village housing and the military shopping area are all located within walking distance of one another in the Mannheim suburb of

Kaefertal. Spinelli Barracks is approximately 10 minutes by car circling southeast around Mannheim. Coleman Barracks is located off Autobahn A6 at the town of Sandhofen, approximately 20-30 minutes by car. Turley Barracks is approximately five miles toward the center of Mannheim. Thompkins Barracks and Friedrichsfeld depot are located just off Autobahn A565 toward to Heidelberg.

Geographically Separated or Satellite Locations

<i>Satellite</i>	<i>Command</i>	<i>Distance</i>	<i>Associated Site Name</i>
Coleman Barracks	USAREUR	10 Kms (6 miles)	Mannheim

Nearby Installations (Listed Separately in SITES)

<i>State/Country</i>	<i>Site Name</i>	<i>Service</i>	<i>Distance</i>
Germany	Darmstadt	USA	35 miles
Germany	Heidelberg	USA	20 miles
Germany	Kaiserslautern	USA	40 miles
Germany	Ramstein AB	USAF	40 miles
Germany	Rhein-Main AB	USAF	40 miles

Regulations

Americans stationed in Germany are governed by special international agreements, including the NATO Status of Forces Agreement (SOFA). The SOFA governs the relationship between the US Forces and Germany regarding matters of criminal jurisdiction, taxes, claims, driving licenses and other civil and legal concerns.

PLEASE REMEMBER, YOU ARE A GUEST IN GERMANY AND AS SUCH MUST OBSERVE THE LAWS AND CUSTOMS OF GERMANY. DO NOT PERPETUATE THE UGLY AMERICAN SYNDROME!

MOST IMPORTANT! Although military members are subject to the Uniformed Code of Military Justice (UCMJ), family members and civilians in Germany are subject to the laws of Germany and are prosecuted within the German judicial system except where the German government is willing to turn jurisdiction over to US military authorities!! Military members committing crimes against German citizens/property are also subject to the German judicial system.

Drug use/distribution is an extremely serious offense in Germany and is vigorously prosecuted. Enough said!

Many Americans run into problems with two German laws. First, 'Quiet Time'. Between the hours of 1200 to 1500 and 2200 to 0700, people are expected to keep noise to a minimum. There is a legal basis for this and not observing it can lead to a fine and/or court appearance! This is not to say that loud noise at any other time is acceptable but it is best to discuss it with the neighbors before practicing the tuba, etc. Second, failure to observe the solemn character of Sundays and German holidays. This means that it is not allowed to wash the car, mow the lawn, weed the garden, etc. on such days. Also forbidden is hanging up the laundry on the balcony on such days! Such actions, although overlooked occasionally, can and do result in stiff fines as well!!

Germans are the most conservation aware people in Europe and probably, the world. Conservation and recycling policies vary from city to city, depending on local politics and funding. To comply with Germany's policies, USAREUR has implemented a trash separation and recycling policy - Separate or Recycle Trash (SORT) - to coincide with local laws. It is left up to local military commanders to determine how to manage their SORT program. Americans living in military housing areas are required to follow command guidelines set down for this program. Americans living on the local German economy must follow the laws and rules for the community in which they live.

For the first-time visitor to Germany, the unlimited speed limits on some sections of the autobahns can be frightening. The usual American practice of neglecting to use turn signals and entering a high speed autobahn at a low speed can be extremely dangerous.

Occasionally, vehicle safety inspection points are set up by the German Police (Polizei) and/or Military Police. While driving a USAREUR licensed vehicle, it is mandatory to have a first aid kit, emergency warning triangle, identification card and USAREUR Driver's License at all times. Seatbelts for ALL occupants of a moving vehicle are also mandatory in Germany. **FAILURE TO WEAR SEATBELTS CAN RESULT IN A DM 50+ FINE AND/OR LOSS OF DRIVING PRIVILEGES. ALSO, IF YOU ARE INVOLVED IN AN ACCIDENT AND ARE NOT WEARING YOUR SEATBELT, INSURANCE COMPANIES HAVE THE RIGHT TO REFUSE TO PAY FOR INJURIES BECAUSE OF YOUR NEGLIGENCE!**

Children under 12 years must ride in the backseat(s) and children under five feet must be in child seats approved by the US (USAREUR licensed vehicles only) or German Government.

Americans often get into trouble in Germany by not heeding this law: unless otherwise posted, the driver

coming from the right at all intersections ALWAYS has the right of way. This law as well as following too closely and driving too fast for road and weather conditions are the most common causes of auto accidents involving Americans.

Traffic accidents that occur on post are investigated by Military Police. Accidents that occur off post are investigated by the German Polizei.

PROCEDURES FOR OBTAINING A USAREUR DRIVER'S LICENSE

a. All military and government civilian personnel and their family members must obtain a USAREUR POV driver's license before operating any USAREUR licensed vehicle in Germany.

b. Applicants must report to the local driver testing station (Bldg. 253, Sullivan Bks), sign out the study booklet (USAREUR Pamphlet 190-34) and obtain an application (AE Form 190-1T) for a USAREUR driver's license.

c. Individuals must attend a two hour orientation course, take the International Road Sign Test (must correctly answer 45 out of 50 questions to pass), and take the 100 question written test (correctly answer 90 out of 100 questions to pass).

d. INDIVIDUALS MUST HAVE A VALID STATESIDE DRIVER'S LICENSE OR A VALID COUNTRY DRIVER'S LICENSE.

e. If all procedures are completed successfully, the driver's testing clerk will complete the application, issue the applicant a temporary driver's license valid for 60 days and forward the application with your check or money order for \$10.00 to the USAREUR Vehicle Registry for completion and issuance of the USAREUR six year driver's license.

Vehicle Registration

A double white insurance card (DWIC), shipping document, USAREUR driver's license, emergency warning triangle, first aid kit and check/money order for \$15.00 are required to register a vehicle. A single sponsor may register one vehicle; a married/accompanied sponsor may register two vehicles. Sponsor may also register a motorcycle or trailer.

Fishing, hunting and boating in Germany require a German license. Attendance at a course on the rules/regulations for hunting in Germany is

mandatory prior to obtaining a hunting license. Additional information may be obtain from Outdoor Recreation regarding fishing and boating licenses. Mannheim does not have a Rod and Gun Club, however, the Heidelberg R&G Club is close. See the following listings.

Name: Driver's Licensing/Testing Center
Address: Sullivan Barracks, Bldg. 253, 3rd Floor
Phone: DSN 385-2875/2473
WWW Link: http://rmv.hqusareur.army.mil/
Comments: Hours: M-F 0730-1530 Testing: M-Th 0830 Drivers Handbook and Examination Manual for Germany can be found at the above Web Address.

Name: Fishing and Boat Licenses
Address: 98 Columbus Street
City: Benjamin Franklin Village
Phone: 0621-739251
FAX: 0621-721653

Name: Hunting License
Phone: 06202-51193

Name: USAREUR Motor Vehicle Registry
Address: Taylor Bks, Bldg. 335
DSN Phone: 386-7280/7299
DSN FAX: 386-7273
Comments: All vehicle registration services EXCEPT initial vehicle registration requiring vehicle inspection and temporary license plates. Driver's license translation is also available. M-F 0815-1630

Name: Vehicle Registration
Address: Taylor Barracks, Bldg. 348
DSN Phone: 381-7384
DSN FAX: 381-8586
Comments: Clearing/processing incountry vehicles Hours: MTWF 0800-1530 TH 1200-2000 All other business TH 1200-1530 Closed the last workday of each month at 1200 for monthly inventory. Closed on American holidays.

Commonly Referenced Numbers

Mannheim is part of the Defense Switch Network (DSN) telephone system. Military telephones have varying degrees of access to reach other military

numbers within Mannheim, the local German economy and European and continental US military.

Information on dialing into the Mannheim military community from the USA can be found in the INSTALLATION OVERVIEW section.

Commonly Referenced Numbers

<i>Name</i>	<i>Commercial</i>	<i>DSN</i>
64th Replacement Detachment (R/M Air Base)	06969-7463/6006	330-7463/6006
American Consulate General	069-75353700	None
American Red Cross (ARC)	0621-730-2671/1760	380-1760, 385-2671
Army Community Service (ACS)	0621-7303101; FAX: 0621-7303184	385-3101 FAX: 385-3184
Army Emergency Relief (AER)	0621-7303225	385-3225
Billeting - Mannheim (Franklin Guest House)	0621-730-1700/9218	380-1700/9218
Central In/Out Processing Facility (CPF)	0621-730-2086/2064	385-2086/2064
Child Development Service (CDS)	0621-7304850/4851 (Central Registration)	385-4850/4851
Community Action Line (293rd BSB)	0621-7303000	385-3000
Community Bank	0621-7302615	385-2615
Exceptional Family Member Program (EFMP)	0621-7302896	385-2896
Family Advocacy Program (FAP) Manager	0621-7303871	385-3871
Family Assistance Center (FAC)	0621-7303101	385-3101
Family Furnishings	0621-730-3754/3276	385-3754/3276
Finance Office - Military	0621-7302040/3779	385-2040/3779
Housing Office - Mannheim	0621-730-2449/2252	385-2449/2252
Legal Services	0621-730-8792/7259	381-8792/7259
Mannheim Army Health Clinic	0621-730-4095/96/97/98	380-4095/96/97/98
Mannheim Dental Clinic	0621-7304072	380-4072
Mannheim Military Police (Provost Marshall Office)	0621-7303359	385-114/3359
Relocation Assistance Program	0621-7302447	385-2447
Services Federal Credit Union	0621-730-2301/2216	385-2301/2216
Transportation Management Office	0621-730-2190/2191	385-2190/2191
United Service Organizations Mannheim (USO)	0621-730-3195/3468	385-3195/3468
Youth Services	0621-730-4212/9208	380-4212/9208

Major Unit Listing

Following is a listing of some of the major units within the Mannheim military community.

Major Unit Listing

<i>Unit</i>	<i>Command</i>	<i>Point of Contact</i>	<i>Commercial</i>	<i>DSN</i>	<i>Fax</i>
181st Transportation Battalion	7TH CSG	Commander	0621-7309766	380-9766	380-9283
18th Military Brigade	5TH CORPS	Commander	0621-7305606	382-5606	382-5610
208th Finance Battalion	266th Theater Finance Command	Commander	0621-730-6901	384-6901	
28th Transportation Battalion	21ST TSC	Commander	0621-730-5725	382-5728	382-5742
293rd Base Support Battalion	USAREUR	Commander	0621-7301500	380-1500	385-3514
2nd Signal Brigade	5TH SIGNAL COMMAND	Commander	0621-730-7445	381-7445	
2nd/ 502nd Aviation Battalion	21st Theater Army Area Command	Commander	0621-7305198	382-5198	
43rd Signal Battalion	5th Signal	Commander	06221-571440	370-1400	
44th Signal Battalion	5th Signal	Commander	0621-7303001	385-3001	
4th Air Force ASOS	USAFE	Commander	0621-7302108	385-2108	385-2196
510th Personnel Service Battalion	1ST PERSCOM	Commander	0621-730-3371	385-3371	
51st Maintenance Battalion	21ST TSC	Commander	0621-7306417	380-6151	
5th Signal Command	USAISC	Commander	0621-7305901	380-5907	
720th Explosive Ordnance Disposal	21ST TSC	Commander	0621-7306658	384-6658	385-2567
72nd Signal Battalion	5th Signal	Commander	0621-7303001	381-3001	
7th Signal Brigade	5TH SIGNAL COMMAND	Commander	0621-7306185	385-6185	
95th Military Police Battalion	21ST TSC	Commander	0621-730-8165	381-8165	381-8175
95th Military Police Battalion	21ST TSC	Commander	0621-730-8131	380-8131	
HQ Allied Mobile Land	3rd COSCOM	Commander	0621-7304271	382-4271	
HQ, Air Force North	USAFE	Commander	0621-7304200	382-4200	
Mannheim Army Health Clinic	U.S. Army Hospital, Heidelberg	Commander	0621-7301750	380-1750	
Mannheim	Heidelberg	Commander	0621-	380-4072/4545	

Dental Clinic	DENTAC		7304072/4545		
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Transportation

Transportation in and around Mannheim is relatively simple. There is a local stop of the OEG 5R streetcar line conveniently located on the traffic circle at the junction of Sullivan Barracks and Benjamin Franklin Village housing area. The bus stop for local German buses is located adjacent to the streetcar stop. Commercial taxi services have a stop across the traffic circle from the bus stop. Finally, the military operates a shuttle bus between the seven area installations.

Name: Commercial Streetcar Service
City: Mannheim
Comments: Schedule is posted next to the streetcar stop. Tickets MUST be purchased PRIOR to boarding. An automatic machine with instructions is located next to the stop. Cars run approximately every 20+ minutes, depending upon time of day.

Name: Commercial Taxi Service
City: BFV, Kaefertal
Phone: 0621-444044
Comments: Located on the Benjamin Franklin Village Traffic circle and are readily available. Use above number to have a taxi pickup at a different location.

Name: Frankfurt International Airport/Rhein Main Air Base
City: Frankfurt
Phone: 069-6901
Comments: Located approximately 100 Km north of Mannheim on Autobahn A3. One of the largest and busiest airports in Germany and is co-located across the runways from Rhein/Main Air Base. Commercial companies offer shuttle service to and from FKF for approximately 64 Euro. Check with SATO Travel Office for details.

Name: German Train System
Address: Mannheim Hauptbahnhof (Main train station)
City: Mannheim
Phone: 0621-19419
Comments: For information, call above number; check the arrivals/departures schedule at the station or visit the military contracted travel office of SATO located in Benjamin Franklin Village, Bldg. 275, Tel. 0621-727680. M,F 1000-1730; Tu-Th 1000-1800.

Name: Military Shuttle Bus
Address: Bldg. 1563
City: Spinelli Barracks, APO 09086
Phone: DSN 380-6160/6112
Comments: Runs between the 7 area installations and the leased housing areas. The priority is for active duty service members. Family members may ride on a space available basis. Leaves BFV/Sullivan Bks at the USO Center.

Commissary and Exchange Operations

The Mannheim Commissary is well stocked with most common items. Also included are a bakery, delicatessen, pasta bar and Bistro.

Manufacturer's coupons are good for six months after the expiration date so collect them from your friends and family before you leave!

The Army and Air Force Exchange Service (AAFES) has facilities throughout the Mannheim area to include retail stores, gas station, shoppettes, Military clothing sales, etc. There are several concessionaires conveniently located around the Exchange parking area and in the Village Mall building.

The recently-renovated exchange is reasonably well-stocked. Most seasonal items, especially clothing, are sold quickly. AAFES catalog shopping is also available.

Name: AAFES Auto Parts Store
Address: Taylor Bks, Bldg. 351
Phone: 0621-7308617
Comments: Hours: M-F 0900-1800 Th 0900-1900 Sa 0900-1500

Name: AAFES Garage
Address: Taylor Bks, Bldg. 351
Phone: 0621-7308246
Comments: Hours: M-F 0730-1630

Name: AAFES Personnel Office
Address: Bldg. 313, BFV
Phone: 0621-718-4863
Comments: Hours: M 1000-1600 F 1000-1500 Applications accepted only during open hours.

Name: AAFES Post Exchange - BFV
Address: Bldg. 313
Phone: 0621-718-4810/4866
Comments: Hours: M-Sa 1000-2100 Su 1000-1900

Name: Alterations (Concessionaires)
Comments: BFV Bldg. 326 0621-724181 M-F 1000-1800; Sa 1000-1500 Taylor Bks Bldg. 331 0621-735909 M-F 1000-1800 Coleman Bks Bldg. 25B M-F 1000-1500

Name: Budget Auto Rentals (Concessionaire)
Address: Bldg. 186, BFV
Phone: 0621-734155
Comments: Hours: M,Tu,Th,F 1000-1730 W 1000-1300 Sa 1000-1400

Name: Furniture/Outdoor Living Store/Toy Store
Address: Bldg 1845, Spinelli Barracks
Phone: 0621-791481, DSN 380-6222
Comments: Hours: M-W 1000-1800 Th-Sa 1000-2000 Su 1000-1800

Name: Mannheim Commissary
Address: Bldg. 200, Sullivan
Phone: DSN 385-3937/3940
Comments: Hours: M-F 1000-2000 Sa 0900-1800 Su 1000-1700 Closed on Holidays Bistro opens Monday-Sunday at 0700!

Local Community

Local Community Overview

Mannheim is known as the city of quadrangles (blocks). On 17 March 1606, Prince-Elector Friedrich IV of Palatinate layed the plan for the fortified city of Mannheim with streets at right angles. The German word 'Mannheim' translates to "A place where men are at home". The city of blocks, second largest city in the state of Baden-Wurttemberg, is located at the center of the Rhine-Neckar river triangle. Mannheim and its suburbs include more than 300,000 people. The population of the greater Mannheim-Ludwigshafen urban area exceeds half a million.

Name: ACS Relocation Readiness Program
Address: Bldg. 251, Sullivan Barracks
City: 09086-9901
Phone: 0621-7302447
FAX: 0621-7303184
DSN Phone: 380-2447/2446
DSN FAX: 385-3184
E-Mail: site1750@cmtymail.26asg.army.mil
Proximity to site: Sillivan Barracks
Comments: This office has many informational brochures, contacts and addresses for information on the local community, both military and German.

Name: Tourist Information Office - Mannheim
Address: Willi-Brandt Platz 3
City: Mannheim
Phone: 0621-0180-524499
Proximity to site: Approximately 20 minutes by car from BFV
Comments: At the tourist office, the Kartenzentrale, Tel 0621-101012 sells tickets to most events/happenings in the Mannheim area. Additional location is at Stadthaus N1, Tel 0621-4106196, FAX 0621-24141.

Time Zone Chart

Mannheim is located in the Central European Time (CET) Zone.

Time Zone Chart

<i>Location</i>	<i>Adjustment for GMT</i>
Pacific	-8
Mountain	-7
Central	-6
Eastern	-5
Greenwich (United Kingdom)	0
Central European (Germany)	1
East Asia (Japan)	9

Climate

All of Germany is known for its changeable weather and the Mannheim region is no exception. It is similar to the Pacific Northwest of the USA. Cloudy, foggy conditions prevail through much of the year making sunny days especially welcome. Relative humidity averages from 81 percent in January to 53 percent in July. Rain falls approximately 154 days a year, or about 42% of the time, with an average of 14

days with snow. There have been storms that bring up to 10 inches of snow but normally only one to three inches fall at a time. Ice storms occur once or twice in winter. Mannheim has mild summers with frequent rain and mild winters with very little snowfall. The area is in a valley with higher ground all around causing a persistent problem with air pollution. This causes haze in the summer and serious fog problems in the winter months.

Climate

<i>Month</i>	<i>High</i>	<i>Low</i>	<i>Humidity</i>	<i>Precipitation</i>
January	39	32	81.3	1.16
February	42	33	72.3	1.15
March	51	36	66.3	1.14
April	58	42	57.3	1.51
May	67	51	58.4	2.85
June	72	57	57.9	2.55
July	77	60	53.0	2.41
August	76	59	55.3	1.95
September	69	53	60.9	1.77
October	58	46	72.7	1.50
November	45	38	77.9	1.74
December	42	35	80.9	1.61

Events Calendar

The Mannheim area offers a wide variety of events to appeal to everyone, young or old. Numerous festivals, carnivals, fairs, etc. can be found in just about every village, town or the city proper throughout the year.

The major event for all of Germany, and for that matter almost all of Europe, is Fasching; also known as Karnival, Crazy Time and many other names depending upon where one is at the time. Fasching officially begins 1111 hours of the 11th day of the

11th month of the year and continues until Ash Wednesday. This 'Time of Fools' doesn't really get going until the last weekend prior to Ash Wednesday, culminating with parades on 'Rosen Montag' (Rose Monday). Every German community will have 'Sitzungen' (Fools' performances) as well as small local parades. Fasching is the original upon which the 'Mardi Gras' in New Orleans is modeled. For an experience not to be missed, grab some old clothes, slap on some makeup and join the fun!

There are also many adventure parks within easy driving distance of Mannheim. For details, visit the Mannheim Relocation Office, the United Service

Organization (USO), local German tourists' offices or check the various military newspapers and magazines.

Name: Albert Schweitzer Int'l Youth Basketball Tournament
Address: Bldg. 736, Ben Franklin Village
Phone: DSN 385-2054/3530
Proximity to site: BFV Sports Arena
Comments: Held every two years during Easter time frame.

Name: German - American Volksfest (People's Festival)
Address: Bldg. 736, Ben Franklin Village (BFV)
Phone: 0621-7303169
DSN Phone: 385-3169
Proximity to site: Parking lot of BFV Sports Arena
Comments: Usually held last Friday in June thru 4 July. This is a community festival that celebrates German-American relations in Mannheim. The Festival has many concessions and rides and, of course, a large festival tent with lots of German beverages. There are also many American booths that are very popular with the Germans. Includes food and games as well as activities for the kids such as face painting and pet contests. There are large fireworks displays the Festival as well.

Name: Mai Markt (May Market)
Address: Mannheim exhibition grounds
City: Mannheim
Proximity to site: Approximately 15 min driving time from BFV and Sullivan Bks
Comments: The largest regional exhibition in the area. Predominately commercial wares with the latest and greatest exhibited; food, drink and limited entertainment. Exhibits consist of farm, home, business and industrial products. Also a wealth of information on local and national German agencies.

Name: Mannheim Carnivals and Volksfests
Proximity to site: Greater Mannheim, town center and suburbs
Comments: Held in Spring and Fall.

Cultural Attractions

Mannheim and the surrounding German cities and countryside have many old and modern attractions.

Some of those that are close and of major interest are listed below.

Name: Fernmeldeturm (Tele-communications Tower)
Address: Luisenpark, downtown Mannheim
Proximity to site: 10 Km
Comments: 205 meter tower with observation platform offering a wonderful panoramic view at 121 meters and a revolving restaurant at 125 meters. Open: 1000 to dusk.

Name: Kunsthalle (Art Gallery)
Address: Moltkestrasse 9
Phone: 0621-2936413
Proximity to site: 13 Km
Comments: Built in 1907 to mark the city's 300th year jubilee; significant collections of paintings, graphics and sculptures, especially from the 19th and 20th centuries; annual Monet exhibit with lectures and docents. Open: T,W,F-Su 1000-1700 Th 1200-2000

Name: Landesmuseum (Technical & Industrial Museum)
Address: Museumstrasse 1, downtown Mannheim
Phone: 0621-42989
Proximity to site: 15 Km
Comments: Opened to the public in 1990; displays technical and industrial equipment and vehicles from the 19th and 20th centuries. Open: T-Sa 1000-1300, 1400-1700 Su 1000-1700

Name: Mannheim Schloss (Electoral Residence and Church)
Address: Downtown Mannheim, Bismarkstrasse
Proximity to site: 15 Km
Comments: One of the largest Baroque palaces in the world, built between 1720 and 1760 for the Prince-Elector Carl Philipp and Carl Theodor of the Palatinate by architects Froimont, Hauberat, Bibiena and Pigage; now houses the University of Mannheim. Open: 1 April - 31 October T-Su 1000-1200, 1500-1700 1 November - 31 March Sa-Su 1000-1200, 1500-1700

Name: Mannheim Wasserturm (Watertower)
Address: Friedrichsplatz, downtown Mannheim
Proximity to site: 12 Kms
Comments: Main landmark for Mannheim, constructed between 1886 - 1889, Classicism with Baroque style in the upper parts. You will find this pictured on most everything having to do with Mannheim as well as being used extensively by American community organizations.

Name: National Theater
Address: Goetheplatz, downtown Mannheim
Phone: 0621-24844
Proximity to site: 11 Km
Comments: Founded in 1779; present building erected between 1955 and 1957; resident ensemble performing opera, operetta, musicals, ballet, drama; includes children's and youth theater.

Name: Reiss Museum
Address: C-5, downtown Mannheim
Phone: 0621-2933155
Proximity to site: 13 Km
Comments: Built between 1777 and 1778; museum of art and local town history. Open: T-Sa 1000-1300, 1400-1700 Wed until 1900 Sun 1000-1700

Name: Rosengarten (Concert/Events Hall)
Address: Friedrichsplatz, downtown Mannheim
Phone: 0621-41060
Proximity to site: 12 Km
Comments: Built between 1899 and 1903; extended and renovated in 1974; a modern concert complex.

Recreation Opportunities

There are several large amusement parks in the area around Mannheim that are easy to visit on a single day. Also, the Armed Forces Recreation Centers (AFRC) located in Garmisch and Chiemsee are available to service members and their families year round.

Name: Herzogenriedpark (City Park)
Address: Max-Josef Strasse
City: Mannheim-Neckarstadt
Proximity to site: 5 Km
Comments: Multi purpose hall, animal enclosure, recreation areas, model boat lake and rosary. Open: 0900 to dusk

Name: Luisenpark (City park)
Address: Near the Neckar River
City: Mannheim
Proximity to site: 10 Km
Comments: Site of the 1975 German Horticultural Show. One of the most beautiful parks in Europe with a botanical house, aquarium, terrarium, a lakeside theater by the Kutzerweiher with performances in the summer; gondolas, children's playground, cafe, restaurant and wine tavern. A tall TV/Radio tower is located in the park with a revolving restaurant at the top, giving an excellent view of the entire city (not too expensive for coffee and cake on Sunday). Open: 0900 to dusk

Military Related and Civic Organizations

This listing represents just a sample of the military and civic organizations. For further information, contact ACS Relocation Information and Referral at DSN 385-2447 or the Private Organizations representative at DSN 385-2151.

Name: Boy Scouts of America
Address: Building 1002, Stem Kaserne
City: Seckenheim
Phone: DSN 375-7087 0621-4877087
Proximity to site: 10 Kms
Comments: Stem Kaserne is located adjacent to Autobahn A656 between Mannheim and Heidelberg.

Name: Coleman Aero Club
Address: UNIT 29719, BOX 360
City: Coleman Barracks
Phone: 382-4103, 06217994103, FAX-06217887601

Name: German-American Women's Club
Address: Sullivan Bks, Bldg. 245
Phone: DSN 380-1600
Comments: A group of German and American women organizing and sponsoring major local events, the proceeds of which are donated to welfare institutions, persons and projects.

Name: Girl Scouts of America
Address: Building 1002, Stem Kaserne
City: Seckenheim
Phone: 0621-487-7025/6961
DSN Phone: DSN 375-6961/7025
Proximity to site: 10 Kms
Comments: Located adjacent to Autobahn A656 in Seckenheim between Mannheim and Heidelberg.

Name: KONTAKT Club
Address: Sullivan Bks, Bldg. 245
Phone: DSN 380-1600
Comments: Mannheim Kontakt Club holds weekly Stammtisch in Building 204 (former dining facility), Sullivan Barracks, each Thurs, 7:30 p.m.

Shopping

Listed below are the two closest major shopping centers to Mannheim military facilities. Numerous others are located in downtown Mannheim and local area. German stores do not observe open hours as is found in the US. Most major stores are open all day until 2000 Monday thru Friday. Hours on Saturdays are normally only until 1600; however, in larger cities, some remain open until 1800. Retail stores in the smaller towns and villages are usually closed for

two hours over midday and many close completely Wednesday afternoons.

Most German stores accept the paperwork to permit military and government civilian personnel to purchase without paying the Value Added Tax (VAT). Contact the Tax Relief Office in Bldg. 238, Sullivan Bks for details and to purchase the tax exemption forms.

Name: Rhein Necker Zentrum
City: Viernheim
Proximity to site: 2 Kms, just off Autobahn A659
Comments: Modern indoor American style mall. Several major German chain stores such as C & A, Herti's, Toys-R-Us, are located here. Open: M-F 0930-2000 Sa 0930-1600

Name: Tax Relief Office (TRO)/Check Control
Address: Bldg. 238, Basement, Sullivan Bks
Phone: Mannheim: 380-1780/3616
Proximity to site: On site
Comments: Hours: Mannheim M-F 0800-1245, 1400-1600; Forms can be pre-purchased for amounts under 4588 Euro. Over 4588. Over 4588 Euro a bill must be presented to the TRO and the Euro amount paid. The TRO will then issue a Euro check for the purchase. Various local utility companies have agreements with the TRO to exclude Value Added Tax (VAT). Check with the TRO for details.

Name: WalMart
City: Vogelstang
Proximity to site: 2 Kms, just off Autobahn A659
Comments: Large department store. Carries groceries, clothing and has a bakery as well as several specialty shops such as a coffee store, sewing shop, an optical shop and a pharmacy. Open: M-F 0700-2000 Sa 0700-1600

State and Community Social Service Agencies

Many German Social Services can be found in the surrounding community but they predominately offer their services only in the German language and are naturally directed toward the German population.

However, several agencies have an agreement or working relationship with military health services. The Army Health Clinic also employs the services of a German speaking liaison to facilitate as necessary.

Name: Dept. of Psychiatry&Psychology (Child&Adolescent)
Address: Located at Heidelberg Military Hospital
Phone: DSN 371-2690/2607
Proximity to site: Approximately 20 minutes by car
Comments: Hours: M-F 0800-1630

Name: Social Work Services
Address: Sullivan Bks, Bldg. 227
Phone: DSN 385-3118
Comments: Hours: M-F 0730-1630.

Non-Profit Social Service Agencies

Agencies listed below are conveniently located on Sullivan Bks adjacent to BFV housing and shopping center.

Name: American Red Cross (ARC)
Address: Building 246, Sullivan Barracks, Room 206
Phone: 0621-730-2671/1760
FAX: 0621-7303853
DSN Phone: 385-2671 380-1760
DSN FAX: 385-3853
Comments: Provides emergency communication and casework services for servicemembers and their families on a 24 hour per day basis. Provides education and training in CPR and First Aid as well as providing many volunteer opportunities. Normal office hours are M-F 0800-1630 or after duty hour emergencies call civilian 07031-15-334; DSN 431-2334.

Name: United Service Organizations (USO)
Address: Building 254, Sullivan Barracks
Phone: 0621-7303195
FAX: 0621-735513
DSN Phone: 385-3195
E-Mail: hatfielde@cmtymail.26asg.army.mil
Comments: The USO is a non-profit, non-governmental agency with the mission to "Provide A Home Away From Home". USO Mannheim provides service members, civilians and family members a convenient location for travel information, tour bookings, ticket purchases, German Automobile Club (ADAC)sign-ups, gift shop ideas, flower orders and phone/FAX opportunities. Free orientation tours of local cities help to introduce the host country to newcomers.

Religious Activities

There are several civilian churches where English is spoken (some of which are organized by Americans) located within easy driving distance of BFV; either in the local Mannheim area or in the vicinity of other American military communities. Please contact the 293d BSB Staff Chaplain's office for more information regarding these organizations. For onbase religious services, refer to section SUPPORT SERVICES, Chapel Services and Programs.

Name: 293d BSB Staff Chaplain
Address: Building 244, Sullivan Barracks
Phone: 0621-7301570, 0621-7303167
FAX: 0621-7303759
DSN Phone: 380-1570, 385-3167
DSN FAX: 385-3759
Comments: Available during normal duty hours or by contacting the Sullivan Bks Military Police (DSN 385-3359) who have emergency contact with an on duty military Chaplain.

Name: Bread of Life Apostolic Church
Address: Merowinger Str. 8 68259 Mannheim

Name: Calvary Missionary Baptist Church
Address: c/o Unit 29923, Box 592
City: APO AE 09056

Name: Fellowship Baptist Church
Address: Waidallee 2, 69469 Weinheim
WWW Link: http://www.fellowshipbc.com/

Name: Instrument of Jesus' Love
Address: c/o Unit 29729, Box R-45
City: APO AE 09028

Name: Mannheim Church of Christ
Address: c/o CMR 414, Box 1971
City: APO AE 0-9102

Name: Rhein River Baptist Church
Phone: 0621-331680

Name: Shammah International Worship Center
Address: Edison Strasser 6
City: 68519 Viernheim, Germany
Phone: 01149-6204-610830
DSN Phone: 06204-610830
E-Mail: SIWC.nobelh@t-online.de

Name: Upper Room Fellowship
Address: c/o Unit 29724, Box 244
APO AE 09028

Community Transportation

The principal transportation services for the Mannheim area are listed below. Bus and streetcar services are easily available from the stop on Fuerther Ring (Friendship Circle) in BFV. Refer to section INSTALLATION - Must Know Items for additional information or contact ACS Relocation Program services.

Name: Frankfurt International Airport
City: Frankfurt
Phone: 069-6901
Proximity to site: 40 miles
Comments: Co-located with US Air Force Rhein Main Airbase. Although services are being down-sized, R/M Airbase still has flights to destinations within Europe and to the USA. Frankfurt International Airport (code: FKF) also hosts an office of the USO in Terminal 1, Hall C.

Name: Mannheim Train Station (Hauptbahnhof - Hbf)
City: Mannheim
Phone: 0621-19419
Proximity to site: 8 miles
Comments: Destinations throughout Germany and Europe are available from this station. Most Mannheim streetcar services also stop directly in front of the station.

Education

Education Overview

Adult education services are furnished by the Sullivan Bks Education Center, Bldg. 253 and Coleman Bks Education Center, Bldg. 50. Various college representatives are located in both Education Centers to assist anyone desiring to continue university studies and/or military studies.

Most college courses are oriented toward adult evening and weekend classes; however, the University of Maryland's European Campus is located close by on Turley Bks for students desiring an on-campus educational environment.

For special education services and assistance for exceptional children, check with your local Exceptional Family Member Services and/or ACS Exceptional Family Member Program Manager.

Name: Coleman Bks Education Center
Address: Coleman Barracks, Bldg 50
City: Sandhofen
Phone: 0621-7794498/5276
FAX: 0621-7794503
DSN Phone: 382-4498/5276
DSN FAX: 382-4503
Proximity to site: Approximately 15-20 minutes driving time from BFV
Tuition: Contact Education Counselor or college representative for information
Comments: Army Learning Center: Rm 305, DSN 382-5222 Testing Office: Rm 210, DSN 382-4235 College representatives: City Colleges of Chicago: Rm 208A, DSN 382-5284 University of Oklahoma: Rm 208B, DSN 382-4364 University of Maryland: Rm 207B, DSN 382-4391

Name: Sullivan Education Center
Address: Building 253, Sullivan Barracks
City: Mannheim
Phone: 0621-7302053/3361
FAX: 0621-7302059
DSN Phone: 385-2053/3361
DSN FAX: 385-2059
Tuition: Contact Education Counselor or the college representative for information
Comments: Army Learning Center: Rm 100A, DSN 385-2070 Testing Office: Rm 206, DSN 385-2933 College representatives: City Colleges of Chicago: Rm 208, DSN 385-2204 University of Oklahoma: Rm 208, DSN 385-2076 University of Maryland: Rm 210, DSN 385-3213

Public and DODDS Schools

For more information on this subject:
DODDS District Office Web Site
<http://www.odedodea.edu/>

Department of Defense Dependent Schools has three Mannheim community schools all located within walking distance in Benjamin Franklin Village

housing area. American military children must attend either the DoDEA or a German school many which are located in Mannheim and neighboring communities. Naturally the German schools are conducted entirely in the German language. There is no cost associated with attending a German school but parents who may be considering this should keep several factors in mind:

* Students may only attend schools within the village/town where they live. * There is no cost associated with attending German schools. * The possibility also exists that American children attending German schools will not be participating in the same activities and events as their American friends. * For young children the language difference should pose no barrier, especially if they have attended German Kindergarten classes.

Educational opportunities for students following graduation from High School are either with the various colleges within the military Education Centers, a German University or one of the Universities located throughout Europe which offer classes and degrees in English. (SEE COLLEGES AND UNIVERSITIES pg.19)

DoDDS Calendar- SY 2003-2004
2003

3 April End of 3rd Quarter
7-11 April Spring Recess
14 April Begin 4th Quarter
12 June Last day of School
2 September Begin 1st Quarter and 1st Semester
30 October End of 1st Quarter
3 November Begin 2nd Quarter
22 December Begin Winter Recess

2004
5 January Instruction Resumes
22 January End 2nd Quarter and 1st Semester
26 January Begin 3rd Quarter and 2nd Semester
1 April End of 3rd Quarter
5 April Begin Spring Recess
12 April Instruction Resumes for 4th Quarter
11 June Last day of school

DOCUMENTS FOR ENROLLMENT:

Kindergarten students need the birth certificate
Permanent Change of Station (PCS) orders that show the student's name
Military Sponsor and Student ID card
Student's updated immunization records
Previous school records
Sponsors of tuition paying students must bring a current Central Billing letter each year.

The Mannheim Elementary and Middle Schools provide special educational services to the moderate to severely handicapped as well as the mildly handicapped. Services for the emotionally and communication impaired students are also available.

Grading System:

90-100 A
80-89 B
70-79 C
60-69 D
0-59 F

Dress Code:

Students attending the Mannheim Elementary School and Mannheim Middle School will wear a uniform. A wide selection of uniforms is available at our local PX.

Mannheim High School students follow an Enhanced Dress Code.

Student attire should not be a distraction to the normal educational process of the school or draw undue attention to the individual student. The following guidance is provided in reference to dress for High School Students.

Students dress and hygiene are the personal responsibilities of the students and their parents. Mannheim High School expects that all articles of clothing be appropriate for the school and will not interfere with or disrupt the learning process. All clothing must be worn as designed and cannot be worn to express gang/group affiliation. The following items of clothing are not permitted in school:

1. Clothing with obscene language, symbols, or derogatory/racist phrases.
2. Short shorts, skirts, shorts, etc. (These items may be worn in school, but must be longer than the ladies fingertips when arms are extended at her side).
3. Halter tops and muscle shirts or any other shirt with large, revealing armholes. All shirts must cover the students shoulders.
4. Clothing advertising alcohol and/or drug use.
5. Clothing promoting violence.
6. Sagging of pants or shorts.
7. Rolling up of pant leg(s).
8. Transparent clothing of any kind.
9. Clothing that reveals person's undergarments.
10. Clothing that does not cover the navel or stomach or which exposes large portion of the back.

11. Bandanas of any color or kind are not permitted at all.

Bandanas are not to be worn by either sex on the head, in the hair, displayed in the student's pocket, or as a decoration.

12. Jewelry that advertises or displays drugs, alcohol, or any

gang/group affiliation.

13. No cross-dressing with the exception to school designated activities.

*Hats or headgear may not advertise drugs, alcohol, and/or any gang/group affiliation and must be removed upon entering the building.

The school administrators reserve the right to decide what clothing is appropriate. Students may be sent home, asked to change the clothing, asked to cover the clothing or be assigned detention.

Uniforms

Uniforms are mandatory for elementary and middle school students. Uniforms for girls will consist of any of the following items: slacks, walking shorts, shorts, skirts or jumpers in navy blue or khaki; dress blouses, long or short sleeve, in white or blue; turtleneck shirts or knit polo shirts with collar, long or short sleeve, in white or blue.

High school graduation requirements: A minimum of 24 units is required in grades 9-12 for graduation, plus 20 hours per year of service learning.
Language Arts-4 Units, Social Studies-3 Units, Mathematics-3 Units, Career Education-1 Unit, Foreign Language-2 Units, Fine Arts-1 Unit, Physical Education-1 Unit, Health-1/2 Unit, Computer Science/Technology-1 Unit, Elective Courses-4 1/2.

Major school district: Department of Defense Education Activities(DoDEA)

Government Civilian: A tuition waiver grants equal enrollment priority to dependents of appropriated fund (APF)full-time, local-hire employees and NAF full-time, local-hire employees. Sponsor may still be required to submit the following documents until further instructions are given: Sponsor's SF50, Sponsor and student ID cards, Transportation

Agreement or latest LES, PCS orders and Previous school records, and Immunization records

NOTE: For special education services and assistance for exceptional children, check with your local Exceptional Family Member Services and/or ACS Exceptional Family Member Program Manager.

Name: Mannheim Elementary School
Address: Building 697, Benjamin Franklin Village housing
FAX: 0621-723905
DSN Phone: 380-4369/4705
WWW Link: http://www.mann-es.eu.odedodea.edu/
Tuition: Only for non-US government sponsored students

Name: Mannheim High School
Address: Building 286, Benjamin Franklin Village
Phone: DSN 380-4092/9752
FAX: DSN 380-4092/9752
WWW Link: http://www.mann-hs.eu.odedodea.edu/
Tuition: Only for non-US government sponsored students
Comments: Graduation requirements: 22 credit hours(24 for students entering 9th grade) For information on specific course requirements please contact the Mannheim American High School guidance counselor at DSN 380-4557.

Name: Mannheim Middle School
Address: Building 184, Benjamin Franklin Village
Phone: 0621-720-050
FAX: 0621-720-0555
DSN Phone: 380-9181/4681
WWW Link: http://www.mann-ms.eu.odedodea.edu/
Tuition: Only for non-US government sponsored students

Private Schools

American children may attend German schools in the area. It is very easy for very young preschool age children to adapt to the new language and curriculum. However, older children would have a difficult time as the teaching methodology as well as the language are very different from American institutions.

Colleges and Universities

For more information on this subject:

<http://fieldrep.ed.umuc.edu/campus/mannheim>
<http://fieldrep.ed.umuc.edu/campus/mannheim>

The University of Maryland operates a resident campus in Germany. This facility is located on Turley Barracks. See the Education Service Counselor at the Sullivan Bks or Coleman Bks Education Centers or the University of Maryland representatives at the various Education Centers for additional information.

Name: Army Correspondence Course
WWW Link: http://www.atsc.army.mil/accp/aipd.htm

Name: City Colleges of Chicago-Europe
WWW Link: http://www.ccc-e.org

Name: University of Maryland
Address: Unit 29216
City: APO 09102
WWW Link: http://www.ed.umuc.edu
Comments: This is the address of University of Maryland (UM) Directorate located in Heidelberg GE. This office has responsibility for all UM offices located in Europe.

Name: University of Maryland - Mannheim Campus
Address: Unit 24560
City: APO 09183
Phone: DSN 380-4877/4878 0621-3374-0
FAX: 0621-3374-103
Proximity to site: 5 - 10 min drive
Tuition: Check with Admissions Office for details
Comments: Easily reached by car, streetcar (stop adjacent to Turley Bks) or even on foot from BFV. Email: admissions@admin.mc.umuc.edu

Name: University of Oklahoma
WWW Link: http://www.Goou.ou.edu

Adult or Continuing Education

SEE Education Overview and Colleges and Universities

Special Education

Parents of special needs students should contact their local Army Community Service Exceptional Family Member Program (EFMP) Manager for details on the facilities and programs available BEFORE accepting an assignment to Mannheim. EFMP personnel have access to a Dept. of Defense database which can be of help. See also section RELOCATION SERVICES, Exceptional Family Member Program (EFMP) in this guide for additional information. Mannheim EFMP personnel are aware of local schools/facilities/programs which can be utilized by military personnel and their families.

SPECIAL EDUCATION: Special education needs are only considered in assignments outside the United States. Assignments within the 50 States and Trust Territories are not based on the educational needs of children. Every local school system must obey public laws regarding the provisions of special education.

PLEASE NOTE: Once you are in Germany it is not possible to sign-up for Supplemental Security Income (SSI) and Supplemental Security Disability Income (SSDI) through the Social Security Administration. If you have a spouse or child with a disability it is **ESSENTIAL** that you visit your local Social Security Office BEFORE you come to Germany. It could make a significant difference in your family income. Also, hand carry your child's Individual Education Plan (IEP). Special education records are not in cumulative files. You must ask for them separately.

Name: Exceptional Family Member Program (EFMP)
Address: Bldg. 253, Rm 106, Sullivan Bks
Phone: 01149-621-7303-2896
FAX: 01149-621-7303-3184
DSN Phone: 385-2896
DSN FAX: 385-2896
E-Mail: luretta.filberth@cmtymail.26asg.army.mil
Comments: Hours: M-F 0730-1630

Employment

Employment Overview

Army Community Service's Employment Readiness Program (ERP) offers workshops and seminars on applying for government employment and completing the various forms involved as well as those used by AAFES. The ERP also maintains job

bank listings from CPOC, AAFES, local military private organizations as well as some in the German community. Military personnel separating and looking for local employment can take advantage of ERP services as well.

Separating military personnel should also contact the Army Career Alumni Program (ACAP) transition office as one of their first stops when looking to obtain employment in the civilian sector, whether in the USA or locally. See ACAP listed under separation procedures in the Relocation Services section.

Within USAREUR, the application form is a RESUMIX Resume. Usage of SF-171 in USAREUR is restricted to positions announced under the Delegated Examining Unit (DEU).

For job hunting purposes, be sure to bring with you ALL employment records and information, resumes, SF-171, transcripts, certificates, licenses, SF-50 and any other work related documentation.

Other sources of employment are the Army and Air Force Exchange Services (AAFES).

Anyone seeking employment should never forget that volunteer opportunities can serve as a way into the job market. The Mannheim Installation Volunteer Coordinator (IVC) located in ACS is a first step toward volunteering in the Mannheim community.

Federal Civilian Employment for Spouses

For more information on this subject:
Civilian Human Resource Management Agency
<http://www.chrma.hqusareur.army.mil>

Within US Army Europe (USAREUR) government employment opportunities are recruited by the Civilian Personnel Operations Center (CPOC).

For Job information/How To Apply for Appropriate Funds Positions (i.e. GS/WG) within USAREUR (except NAF, DODDS, AAFES, PRIVATE OR OTHERWISE) you may view the RESUMIX Resume Job Kit and Job Vacancy Listing at:

You may Fax your Job related questions to DSN 375-9883, 0621-487-9883, From the U.S. 011-49-621-487-9883.

See section Permanent Employment Resources and other listings within this EMPLOYMENT section for additional information and details.

Name: Civilian Personnel Operations Center
Address: HQ USAREUR CPOC Unit 29150 ATTN: RESUME
City: APO 09100
WWW Link: http://www.chrma.hqusareur.army.mil
Comments: For Job information/how to apply for Appropriate Funds Positions (i.e. GS/WG) within USAREUR (except NAF, DODDS, AFFES, PRIVATE OR OTHERWISE) you may view the RESUMIX Resume Job Kit and Job Vacancy Listing at: You may Fax your Job related questions to DSN 375-9883, 0621-487-9883, From the U.S. 011-49-621-487-9883. NOTE: You may mail your Job related questions to the above address or email them at the above email address.

Name: Employment Readiness Program
Address: Bldg. 253, Rm 108, Sullivan Bks
Phone: 0621-7302281
FAX: 0621-7303184
DSN Phone: 385-2281
DSN FAX: 385-3184
Comments: Hours: M-W & F 0730-1630, Th 1300-1630

Permanent Employment Resources

The Heidelberg Civilian Personnel Advisory Center and the Mannheim Branch Office offers limited job information services to the 293d Base Support Battalion and tenant activities.

There are also contract, Non-Appropriated Fund (NAF) and Army/Air Force Exchange Service (AAFES) positions available. Please contact the respective personnel offices for further information.

Name: AAFES Personnel Office
Address: Bldg. 313, BFV exchange
Phone: 0621-718-4863
Comments: Hours: M-TH 1000-1600 F 1000-1530 Applications accepted only during business hours.

Name: Civilian Personnel Operations Center
Address: HQ USAREUR CPOC Unit 29150 ATTN: RESUME
City: APO 09100
WWW Link: http://www.chrma.hqusareur.army.mil
Comments: For Job information/how to apply for Appropriate Funds Positions (i.e. GS/WG) within USAREUR (except NAF, DODDS, AFFES, PRIVATE OR OTHERWISE) you may view the RESUMIX Resume Job Kit and Job Vacancy Listing at the web site address above. You may Fax your Job related questions to DSN 375-9883, 0621-487-9883, From the U.S. 011-49-621-487-9883. NOTE: You may mail your Job related questions to the above address or email them to: resque@chrma.hqusareur.army.mil.

Name: Non-Appropriate Fund (NAF) Civilian Personnel Office
Address: 293D BSB, Unit 29901, BX 12 Bldg. 244, Room 4
City: APO 09096-9901
Phone: 0621-7303834
FAX: 0621-721965
DSN Phone: 385-3834
Proximity to site: Located next to the 293D BSB HQ in the basement.

Temporary Employment Resources

For information on temporary employment positions. See sections Permanent Employment Resources and Federal Civilian Employment for Spouses.

Non-Paid or Volunteer Opportunities

Volunteer positions and opportunities are available through the Army Community Service Installation Volunteer Coordinator's office.

Name: Installation Volunteer Coordinator (IVC)
Address: Bldg. 253, Room 109, Sullivan Bks
City: 09086
Phone: 0621-7302759
FAX: 0621-7303184
DSN Phone: 385-2759
DSN FAX: 385-3184
Comments: Hours: M-W & F 0730-1630, Th 1300-1630

Chambers of Commerce

The following listing gives the local German office which can direct you to the German equivalent of Chambers of Commerce for the area you need. ACS Relocation Assistance Program personnel have listings of Chambers of Commerce within the USA.

Name: Verkehrsverein Mannheim (Tourist Information)
Address: Willi Brand - Pl.3
City: Mannheim 68161
Phone: 0180-524499
Proximity to site: Approx. 10 Kms from BFV

Private Sector Employment

Private sector employment is very difficult to obtain for spouses and family members. A visa and German Work Permit are required. German unemployment is very high and competition is strong. In addition, for most positions, fluency in the German language is required. It is sometimes possible to work for a firm contracted by the U.S. government or if you have a skill that is in high demand. Contract positions are also available in some of the military and community organizations. Advertisements can be found in the community 'Herald Post', 'Stars and Stripes', various bulletin boards and the Family Member Employment Assistance Program office.

Note: If you obtain a German Work Permit, you will be ineligible to apply for US government positions for the next two years.

Government Employment

All government employment openings are maintained and filled by Civilian Personnel Offices within USAREUR. Refer to the EMPLOYMENT OVERVIEW and PERMANENT EMPLOYMENT RESOURCES sections for information listings concerning government employment.

Professional or Occupational Licensing

Licensing for medical and healthcare personnel is done by the various federal and state agencies in the U.S. As to validation for employment of these personnel, it is done by the sections listed below at the time of recruitment and hiring.

Name: Recruiting Operations Team
Phone: DSN 375-9845

Name: Open Continuous Team
Phone: DSN 375-9854

Networking Opportunities

Limited to the post and other military communities within Europe. The Internet offers numerous opportunities but most positions offered are within the USA. If you speak reasonably good German, your possibilities can increase if you are willing to look into employment on the Germany economy with either German or German affiliates of American companies.

Medical And Dental

Medical and Dental Overview

Mannheim U.S. Army Health Clinic has an outpatient health clinic that operates on a Family Practice concept. There is no after hours, weekend or Holiday care available. After duty hours emergencies can be seen at the Heidelberg Hospital or in a German clinic or hospital.

Since many personnel must utilize the German health facilities, the Mannheim Army Health Clinic has a Patient Liaison Coordinator who provides services to ID card holders who are using German healthcare facilities.

The Community Health Nurse is available at the Heidelberg hospital at DSN 371-2140.

After duty hours, a Chaplain can be reached by contacting the Mannheim Military Police at DSN 385-3359 or CIV 0621-7303359.

On post emergency service can be obtained by simply dialing 116. German ambulance service is also available through 116. Off post, quicker response can be obtained by calling the German nation-wide emergency number 110 (equivalent of

US emergency 911). Most German medical facilities and ambulances have personnel who speak English.

Services include family practice, Patient Procedure Room (PTR), immunization, allergy, physical exams, optometry, physical therapy, pharmacy, X-ray, laboratory services, and wellness center. All services are by APPOINTMENT ONLY.

Access: Patients with non-emergency conditions are seen by appointment only. Appointments are made through Central Appointments.

Referrals: Mannheim Health Clinic will arrange referrals for patients requiring specialty consultations or hospitalization services beyond the capability of the clinic to the Heidelberg Army Hospital, Landstuhl Regional Medical Center, or to a host nation facility.

Emergency Care: Patients with emergency conditions should report to the Patient Procedure Room (PTR). If emergency needs are beyond the capability of the clinic, patients will be transferred to the nearest host nation facility capable of handling the emergency. Local facilities most often used are part of the Klinikum Mannheim.

Ambulance Services: Emergency transportation is provided by the German Red Cross. Patients can access the ambulance service by calling the Patient Procedure Room (PTR), the Military Police, or the German Red Cross directly.

Patient Liaison: Patient liaisons are available to assist patients who receive both outpatient and inpatient care in a host nation facility. The liaisons assist in making appointments and visit hospitalized patients. Patients can consult liaisons about questions concerning referrals, after-hours emergency room visits, hospital locations, billing policy, insurance coverage, and English-speaking physicians.

Health Benefits Advisor: The HBA or TRICARE advisor can answer questions that beneficiaries may have concerning the use and coverage of TRICARE. The advisor is available to assist family members in completing and filing TRICARE claim forms. Patients seeking care in a host nation facility should consult the HBA before receiving that care. Patients can consult liaisons about questions concerning referrals, after-hours emergency room visits, hospital locations, billing policy, insurance policy, insurance coverage, and English-speaking physicians.

NOTE: Throughout these listings, access is via military DSN 380-XXXX or CIV 0621-730-XXXX except where noted.

Name: Exceptional Family Member Program (EFMP)
Address: Bldg. 253, Rm 106, Sullivan Bks
City: 09166
Phone: 0621-7302896
FAX: 0621-7302837
DSN Phone: 385-2896
DSN FAX: 385-2837
Comments: Hours: M-W & F 0730-1630, Th 1300-1630 EFMP personnel can provide information for families members with special needs as pertains to the Mannheim military community.

Name: Family Assistance Center (FAC)
Address: Bldg. 253, lobby desk, Sullivan Bks
City: 09166
Phone: 0621-730-3101
FAX: 0621-7302837
DSN Phone: 111 or 385-3101
DSN FAX: 385-2837
Comments: The Family Assistance Center was activated in November 1995 to support family members left in the Mannheim/Worms area due to the deployment of military and government civilian spouses. Hours: M-F 0730-1630. During other hours, the Mannheim Military Police duty desk can be reached at the above listed numbers. If they cannot resolve the difficulty, FAC individuals are on standby who are then notified by the MPs to contact the calling individual to provide further assistance.

Name: Patient Liaison Coordinator
Address: Mannheim Patient Service Center, Bldg. 739A, BFV
Phone: 0621-7309399/9777
DSN Phone: 380-9399/9777
Proximity to site: Located in Benjamin Franklin Village (BFV) housing
Comments: Services include, but are not limited to: information on and maps to local German healthcare facilities, assistance in making appointments, visits to German hospitals, assessment of needs and concerns, referral to supportive US agencies, translation coordination, family support, assistance with transfer or discharge and coordination of follow-up care. Coordinators may be reached during duty hours (0800-1530) at the above numbers. For emergencies after duty hours, call the Heidelberg Military Hospital Emergency Room toll-free at 0130-847947.

Medical Services/Directory - on Installation

Emergency services: DSN 116 or CIV 110

24hour toll free Hotline for Patient Liaison with German facilities: 0800-1001397

Heidelberg Military Hospital Poison Control Center:
DSN 371-2757 CIV 06221-172757

Active duty sick call is Monday-Wednesday, and Friday from 0730-0945 and Thursday 1300-1500. Phones open at 0630 through the central appointments line. Soldiers must bring a sick slip from their unit. There is no sick call for family members, civilians and retirees. These individuals must call their physician's suite for a same day appointment or the Tricare Service Center for information.

Limited services are available during training time Thursdays 0700-1200. Lunch is usually taken by the various services/clinics 1200-1300.

A complete listing of clinic services follows. Also refer to the AT A GLANCE section of this guide to see what clinics and services are available at the Mannheim Army Health Clinic.

Below listed medical/health services can be contacted: Military phone prefix: 380-XXXX
Civilian phone prefix: 0621-730-XXXX

Medical Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Central Appointments		380-4097/4098
Chief Nurse		380-9704
Clinic Commander		380-1750
Clinic Executive Officer		380-9101
Clinic NCOIC		380-9462/4258
Emergency		DSN 116 or CIV 112
Health Benefits Advisor		380-4708
Patient Liaison		380-9399/9777
Patient Representative		380-9399/9101
TRICARE SERVICE CENTER		380-4046
Wellness Center		380-4280/9914
Women, Infants and Children Overseas (WIC-O)		380-4340

Health Benefits Advisor, Wellness, and CHAMPUS/TRICARE Programs

Within the Clinic's Patient Service Center are located the following patient services.

Name: Health Benefits Advisor
Address: Bldg. 739A, Rm 215, Benjamin Franklin Village
Phone: 0621-7304708
DSN Phone: 380-4708
Proximity to site: On site
Comments: The Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) is being replaced by the Tricare program. These benefits are currently available to spouses and children of service members. Also assists with accessing care and resolving claims from German health care providers/services.

Name: Women, Infants and Children Overseas
Address: Bldg. 313C, Ben Franklin Village
City: Mannheim
Phone: 0621-7304340
FAX: 380-4424
DSN Phone: 0621-7304340
DSN FAX: 0621-7304424
Proximity to site: In front of Class Six
Comments: The WIC-O Program is a nutrition education and supplemental food program offered to military members and their dependents. Some civilian employees and their dependents may also qualify. In addition, Pregnant Women, Women Breastfeeding, Postpartum Women, Infants and Children up to 5 years of age may also qualify. Please call to see if you qualify.

Community Hospitals

Many quality hospitals and health services are available on the German economy. If emergency service is needed, dial CIV 112 (equivalent to US emergency 911) from any civilian phone (military phone dial 99-112). Information on area hospitals and health services can be obtained from the Tricare Service Center (TSC) of the Mannheim Army Health Clinic, Bldg. 739A in Benjamin Franklin Village. See section Medical Services/Directory - On Installation for details.

Name: Mannheim Klinikum
Address: Downtown Mannheim near Turley Barracks
City: Mannheim
Phone: 0621-3832263
Proximity to site: Approximately 8 Kms from BFV
Comments: The Klinikum is actually a first rate medical teaching hospital. English speaking doctors are available. Detailed information may be obtained from the Mannheim Army Health Clinic Patient Liaison Coordinators.

Dental Services/Directory - on Installation

Active duty personnel are provided complete dental care. Soldiers assigned to duty positions sy Coleman Bks receive care at the Coleman Dental Clinic. Soldiers assigned to duty positions at BFV, Sullivan, Funari, Taylor, Turley and Spinelli Bks and all other areas in Mannheim receive their dental care at the Benjamin Franklin Village Dental clinic.

Family members of active duty soldiers are provided care on a space required basis, however care may be limited due to availability of resources. Family members should have all dental care accomplished prior to coming to Europe. Family members receive care at their sponsor's dental clinic. There is a pediatric dentist and Orthodontist at the BFV Dental Clinic, but space may be limited. First priority for orthodontic care is for individuals who have appliances (orthodontic bands) in place prior to the service member receiving orders to report to Germany or for individuals with appliances transferring to Mannheim from other European communities. Due to lack of space in the clinic waiting areas, we ask that children under age 12 not accompany parents to the clinic unless they have an appointment. Parents must be present for the initial examination for all children under the age of 18 and must be present during treatment appointments for all children under the age of 15. Tricare has a family member dental plan in effect in Europe, with the same insurance carrier as the stateside family member dental plan. It is for those patients for whom timely dental care cannot be rendered by the military dental clinic. Authorization for care on the economy with the insurance plan must first be approved by the local military dental clinic. It is recommended that service members do not disenroll from the stateside dental plan. Active enrollment will permit timely access to civilian care, if necessary, and will cover emergency care during stateside visits.

Retired service members and their family members/Department of the Army civilians. Dental care is provided to these patients on an emergency and space available basis only.

Individuals with acute problems should report to dental sick call: BFV clinic, M-F 0715-0900; Coleman clinic, M-W, F 0730-0900, Th 1230-1400. Active duty personnel and their family members receive exams by appointment. Emergency care is provided by both clinics 0715-1630. During non-duty hours emergency care is provided at the U.S. Army Hospital in Heidelberg (DSN 371-2757 or CIV 06221-172-2757/891). Dentists on the German economy can also be utilized for emergency and/or routine dental care as necessary but the cost is not reimbursable.. Listings of German dentists can be obtained from dental personnel at the Mannheim Dental Clinic.

Maps and additional information on dental services can be obtained from the ACS Relocation Readiness Program, Bldg. 251, Sullivan Barracks, DSN 385-2447 or
CIV 0621-730-2447.

Dental Records. In accordance with AR 40-66, all dental records are property of the US Government and the dental clinic is responsible for maintaining them. Records of other than active duty personnel will be retired if a patient had no dental treatment for a period of two years, unless notifying the clinic that they reside in the area.

Civilian prefixes for the numbers in the following listings are: BFV 0621-730-XXXX Coleman Bks 0621-779-XXXX

Dental Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Coleman Dental Office	Information	DSN 382-5262/4203
Dental Office	Information	DSN 380-4072/4545

Family Member Dental Plan

Tricare has a family member dental plan in effect in Europe, with the same insurance carrier as the stateside family member dental plan. It is for those patients for whom timely dental care cannot be rendered by the military dental clinic. Authorization for care on the economy with the insurance plan must first be approved by the local military dental clinic. It is recommended that service members do not disenroll from the stateside dental plan. Active enrollment will permit timely access to civilian care, if necessary, and will cover emergency care during stateside visits.

The TRICARE Family Member Dental Plan (TFMDP) is a comprehensive and affordable dental plan available to eligible spouses and children of active duty Uniformed Service members. The TFMDP has cost shares, benefit maximums and coverage limitations similar to typical group dental insurance plans. To be eligible for TFMDP enrollment, sponsors must intend to remain on active duty for at least 24 months and this commitment must be confirmed by their parent Uniformed Service. Enrollment and/or changes to enrollment can be accomplished by filling out a DD Form 2494 or 2494-1 at the sponsor's servicing personnel office. Please read these forms carefully as they provide detailed information on enrollment options,

limitations and when TFMDP coverage begins. Upon enrollment, the sponsor must pay the monthly premium through their Uniformed Services payroll account - the Government pays 60% of monthly premiums. Before providing care to family members, some dental providers may ask to see a copy of the sponsor's Leave and Earnings Statement showing the dental plan payroll deduction. Coverage is worldwide and portable between assignments. United Concordia Companies, Inc. (UCCI) administers the TFMDP. Detailed TFMDP coverage and enrollment information can be found in the TFMDP benefit booklet. For more information about the program, visit UCCI's web site or contact them at 1-800-866-8499 for information on the TFMDP in the United States, Canada, Guam, Puerto Rico and the U.S. Virgin Islands, or 1-717-975-5017 (toll call) for information on the TFMDP in all other locations. In overseas locations, enrolled sponsors and family members must contact their servicing overseas dental treatment facility and/or Overseas Lead Agent before seeking treatment from host-nation dental providers, except for emergency care.

Housing

Housing Overview

The Mannheim Housing Division currently provides housing for approximately 3,537 soldiers and approximately 600 civilian employees:

1. Benjamin Franklin Village (Mannheim): Consists of 2, 3 and 4 bedroom quarters for Junior (E1 thru E6) Enlisted; 2, 3 and 4 bedroom quarters for Company Grade (01 thru 03/WO1 thru CW3) Officers; 4 bedroom quarters for Field Grade (04 thru 06/CW3P thru CW/MW5) Officers.

Name: Community Home Finding Relocation & Referral Service
Address: Bldg. 255, Room 204, Sullivan Bks
Phone: 0621-7302252/3349
FAX: 0621-7303586
DSN Phone: 385-2252/3349
DSN FAX: 385-3586
Comments: Hours: M-F 0730-1600 Closed for lunch 1200-1230

Name: Government Family Housing Office
Address: Bldg. 255, Rm 209, Sullivan Bks
Phone: 0621-7302449/2358/3547
FAX: 0621-7303586
DSN Phone: 385-2449/2358/3547
DSN FAX: 385-3586
Comments: Hours: M-F 0730-1630 Closed for lunch 1200-1230

Housing Allowances

OVERSEAS HOUSING ALLOWANCE (OHA)
RATES AND ASSOCIATED STATISTICS

LOCATION: MANNHEIM (INCLUDES
SANDHOFEN, LUGWIGSHAFEN, WORMS)

THE 2003 OHA RATE TABLES FOR THIS
LOCATION: (TOP LINE INCLUDES
DEPENDENT RATE, BOTTOM LINE INDICATE
WITHOUT DEPENDENT RATE. ALL RATES IN
US DOLLARS)

E1-E3	E-4	E-5	E-6	E-7	E-8	E-9
899	945	1002	1030	1134	1259	1432
809	850	902	927	1020	1133	1289

WO1-3	WO4-5
1229	1385
1133	1246

O-1	O2-O3	O4-O5	O6-O10
1254	1259	1385	1432
1128	11133	1246	1289

OHA UTILITIES FOR ALL RANKS: 499
W/DEPENDENTS 374 W/O DEPENDENTS

MIHA RATES FOR ALL RANKS: 816
W/DEPENDENTS 816 W/O DEPENDENTS

MOVING IN HOUSING ALLOWANCE (MIHA -
INCLUDES RENTAL ACQUISITIONS,
SECURITY, AND MISCELLANEOUS
EXPENSES)

Housing Allowances

Housing allowance information is available from the Per Diem, Travel and Transportation Allowance Committee's Web Site:	
Rates and Allowances Home Page	http://www.dtic.mil/perdiem/rateinfo.html
Basic Allowance for Housing	http://www.dtic.mil/perdiem/bah.html
Overseas Housing Allowance	http://www.dtic.mil/perdiem/aloooha.html

Government Housing

Government quarters are small and government funded storage is not available except for storage room located in basement of quarters. The square footage for Ben Franklin Village Housing area is as follows:

SO 4 bdrms= 3,305, FGO 4 bdrms=2,319,
CGO 4 bdrms= 1,319, CGO 3 bdrms= 1,181,
CGO 2 bdrms= 986, SNCO+JNCO 4 bdrms= 1,262,

SNCO+JNCO 3 bdrms=1,079 and 1,279
(JNCO/Columbus Street),
SNCO+JNCO 2 bdrms=925 and 1,062
(JNCO/Columbus Street).

It is advised that EXCESS FURNITURE IS NOT
SHIPPED!! Two to four bedroom units are available
and individuals will normally be housed according to
their requirements. Most government quarters are
'Stairwell Apartments' with six to eight apartments in
each stairwell. Therefore loud noise should be kept to

a minimum out of concern and consideration for others. Some residents also share a common laundry area with American type machines.

FAMILY HOUSING OFFICE (FHO) PROCEDURES

The following procedures apply for inprocessing the FHO. The soldier must be signed into a unit within the Mannheim Community and inprocessed with the Central Inprocessing Facility (CPF). Soldiers on Permanent Change of Station (PCS) orders from a Continental United States (CONUS) based station must have the following paperwork at the time of application: copy of PCS/leave form and request for movement of Family Members. The soldier's name will be placed on the appropriate waiting list in accordance with the pay grade. The eligibility date which determines the position on the waiting list will be the date departed last permanent duty station provided the soldier inprocesses within 30 days of arrival. Soldiers on Inter-Theater Transfer (ITT) orders will be in-processed the same way except a request for movement of soldier's family members will not be required.

UNACCOMPANIED PERSONNEL HOUSING (UPH) (BOQ/SEBQ)

The following procedures apply for inprocessing the UPH Office: The soldier must be physically signed into a unit within the Mannheim community. Soldiers in the grade of E7 and above have the option of residing in government quarters or economy quarters. Soldiers who elect to reside in government quarters will be required to complete an application for assignment to UPH. The effective date of the application is the date the soldier left their last permanent station. The assignment to UPH is determined by the effective date of the application and the priority of assignment to UPH. Eligible soldiers who elect to reside in economy quarters will be issued a statement of non-availability for UPH. However, when quarters are available, unaccompanied personnel authorized to live off post will not draw Temporary Living Allowance (TLA) while seeking permanent economy quarters.

Mannheim Quarters Availability

Estimated Waiting Period By Category

Category	Bedrooms	Waiting Period
Senior NCO	2	Up to 6 months
Senior NCO	3	30-90 days

Senior NCO 4 30-90 days

Junior Enlisted 2 30-90 days

Junior Enlisted 3 4-5 months

Junior Enlisted 4 30-90 days

Company Grade 2 Up to 6 months

Company Grade 3 30-60 days

Company Grade 4 1 year

Field Grade 4 * * (For Field Grade 4 bedroom, contact Family Housing Office.)

Name: Government Family Housing Office
Address: Building 255, Room 209, Sullivan Barracks
Phone: 0621-7302449/2358/3547
DSN Phone: 385-2449/2358/3547
DSN FAX: 385-3586
WWW Link: http://www.pcshouseexpress.com/installations/Mannheim.htm
Comments: Hours: M-F 0730-1600

Name: Unaccompanied Personnel Housing (UPH) Office (BOQ/SEBQ)
Address: Bldg. 255, Rm 205, Sullivan Bks
Phone: 0621-7302545/3620
DSN Phone: 385-2545/3620
DSN FAX: 385-3586
Comments: Hours: M-F 0730-1600

Community Housing

The following procedure applies for inprocessing the Community Homefinding, Relocation and Referral Services (CHRRS). The soldier must be PHYSICALLY signed into a unit within the Mannheim community. The soldier will be offered any vacancy or projected vacancy which the office has listed which meets her/his needs/desires.

Name: Community Homefinding, Relocation and Referral Services (CHRRS)
Address: Building 255, Room 204, Sullivan Barracks
Phone: 0621-7302793/2794/2252
DSN Phone: 385-2793/2794/2252
Comments: Hours: M-F 0730-1600

Utilities

Utility billing (electricity, heat, water and garbage pickup) for non-government economy quarters varies depending upon arrangements with individual landlords. Some require payment to themselves or their German bank accounts as part of the monthly rental charges. The majority require that tenants make their own arrangements with the utility companies. Electricity and water are usually billed bimonthly but the utility company requires a 1-2 month deposit and the monthly payment is based upon an estimate of services required and is given at the time of opening an account. Estimated utility costs when no utility history is available averages between 183.00-366.00 Euro at an exchange rate of .89 Euro=\$1.00. Large end of year payments can be a real surprise if the estimate is not high enough or if you do not practice energy conservation. Payments can be transferred directly from tenant's Community Bank account to the utility companies as well as for rent and telephone bills if desired. Utility companies vary depending upon the area in which quarters are located. Landlord can tell you which company is responsible for your location.

German utility bills, to include telephone bills, are all in German and seldom itemized. Heating and electricity and telephone installation are expensive. Telephone calling cards such as AT&T are popular for anyone who calls the USA frequently. The charges from Germany to the USA are almost double the cost for a similar call from USA to Germany. Telephone installation is 91.00Euro and 45.00 Euro if the same number has not been reassigned. An itemized bill is possible for a one time fee of 17.00 Euro. Current monthly telephone base charge is 24.00 Euro.

Please visit the ACS Relocation Information & Referral for assistance with translation services when encountering problems with utilities or phone bills. The ACS Relocation Information & Referral service is located in Bldg. 251, Sullivan Barracks, 385-2447 or Civ 0621-7302447.

The local Tax Referral Office (TRO) has agreements with several local utility companies for relief of the Value Added Tax (VAT). Check with this office for details.

Name: Tax Relief Office (TRO)
Address: Basement, Bldg. 238, Sullivan Bks
Phone: 0621-730-1780/3616
FAX: 0621-7303993
DSN Phone: 385-1780/3616
DSN FAX: 385-3993

Relocation Services

Relocation Services Overview

For more information on this subject:
<https://www.sgate.hqusareur.army.mil/>

Relocating to Germany can be a fun and exciting adventure if you are prepared and informed. By reading this guide you have taken a major step toward making your move to the Mannheim military community a pleasant experience rather than a major chore. The Army Community Service (ACS) Relocation Readiness Program (RRP) is designed to provide information, knowledge, counseling, referrals and emergency assistance to service members, government civilians and their families. Service Members are able to access a Sponsor through the "Sponsorship Gateway to Europe" or S-GATE, this link is located in the above right hand corner. Service members having difficulty obtaining a sponsor should email the Relocation Readiness Program Manager at: site1750@cmtymail.26asg.army.mil with their unit information.

Many agencies within the Mannheim military community will work with you concerning various aspects of your move. Most of these agencies have provided the information contained within this guide. If you find that information contained herein is of benefit, could be improved upon, and especially if it is inaccurate or incorrect, please take the time to contact the RRP Manager listed below. Our mission is to serve you and we can best do that with feedback from our customers.

Service Members that are assigned to Mannheim and elect an accompanied tour will probably receive deferred travel for their family members. If family members were to accompany the service member without orders they would not receive any Temporary Housing Allowance (TLA) while waiting for housing. It can be VERY expensive to live in a German hotel while awaiting housing. Families who elect to travel as tourists without orders will not be given any priority for housing nor will they be

command sponsored. Those who request to travel on concurrent travel to a local civilian address such as to the home of friends or relatives will not receive TLA, nor priority for quarters, even if the arrangements fall through. THIS TRAVEL IS AT YOUR OWN RISK!!

It is essential that family members wait until all of their paperwork is in order before coming to Germany. It is also recommended, if at all possible, to have the Household Goods (HHG) shipments released before leaving CONUS. Many individuals have experienced long delays in receiving their shipments because the message to release them was not received.

The RRP operates a Lending Closet with basic household items. PLEASE NOTE: THERE IS NO LINEN AVAILABLE FOR LOAN. Please be prepared to bring any linen with you that you will need until your household goods arrive.

Name: Relocation Readiness Program
Address: Bldg. 251, Sullivan Bks 293D BSB, Unit 29901- BX 25
City: 09086-9901
Phone: 0621-7302447/2446
FAX: 0621-7302326/3184
DSN Phone: 385-2447/2446
DSN FAX: 380-3184
E-Mail: site1750@cmtymail.26asg.army.mil
Comments: Lending Closet offers basic household items such as: Dishes, flatware, toasters, irons, alarm clocks, cribs, high chairs, pots and pans, maps, phone directory and Welcome Packets. LINENS ARE NOT AVAILABLE.

Relocation Assistance

The services of the RRP as well as those offered by ACS can be of value to relocating personnel as well as those permanently assigned. The various services offered by the Mannheim ACS will be detailed in following topics within this RELOCATION SERVICES section of the guide.

This booklet contains major sources for information within the RRP. SITES (Standard Information Topic Exchange Service) is a DoD compilation of information pertaining to Army, Air Force, Navy, Marines and Coast Guard facilities and communities world-wide. Information on any location contained within the SITES database can be accessed and printed at any of the services' Relocation offices.

Name: Relocation Readiness Program (RRP)
Address: Bldg. 251, Sullivan Barracks
City: 09086-9901
Phone: 0621-7302447
FAX: 0621-7302447
DSN Phone: 385-2447/2446
DSN FAX: 385-3184
E-Mail: site1750@cmtymail.26asg.army.mil
Comments: The Relocation Readiness Program (RRP) offers the following classes: Relocation Counseling, Smooth Moves, Waiting Families, Cultural Adaptation for foreign born spouses and the Mannheim Orientation Spouses Tour (MOST).

In Transit Emergencies

Even the best of plans sometimes go awry. In order to provide emergency assistance, each military service has an organization to which one can turn for financial assistance. For the Army, this organization is Army Emergency Relief (AER). This office is usually located as part of ACS on most Army posts. When you require assistance, if an Army post is not close by, you may contact any of the services' emergency organizations for help. They will in turn contact HQ AER and, upon approval, provide the needed assistance. Information on sister service organizations follow.

Name: Air Force
Address: 1745 Jefferson Davis Hwy, Suite 202
City: Arlington, VA 22202-3402
Phone: (703) 607-3505
DSN Phone: 487-3505
Comments: Office on most Air Force/Reserve bases world-wide.

Name: American Red Cross (ARC)
Address: Bldg. 246
City: 09086
Phone: 0621-7301760
FAX: 0621-7303184
DSN Phone: 385-3365
DSN FAX: 385-3184
E-Mail: redcross@26asg.heidelberg.army.mil
Comments: ARC has reciprocal agreements with all services and offices world-wide in most military communities. Can also be used to notify family members in case of an emergency. ALWAYS MAKE SURE YOUR LOVED ONES KNOW HOW TO CONTACT YOU IN CASE OF EMERGENCY OR AT LEAST THE PROCEDURES FOR CONTACTING THE NEAREST ARC OFFICE!

Name: Army
Address: Dept of Army, 200 Stovall Street
City: Alexandria, VA 22332-0600
Phone: (703) 428-0000
Comments: Offices can be found on most major Army/Reserve posts world-wide.

Name: Army Emergency Relief
Address: Bldg. 253, Rm 006, Sullivan Bks
City: 06086
Phone: 0621-7303225
FAX: 0621-7302837
DSN Phone: 385-3225
DSN FAX: 385-2837

Name: Coast Guard
Address: 2100 Second Str., SW
City: Washington, DC 20593-0001
Phone: (202)-267-1566/2057
Comments: Located on most major CG bases.

Name: Navy and Marine Corps
Address: Ballston Towers #2, Suite 1228, 801 N. Randolph Street
City: Arlington, VA 22203-1978
Phone: (703) 696-1481
DSN Phone: 426-1481
Comments: Office located on most major Naval or Marine/Reserve bases world-wide.

Financial Preparedness

It can be very expensive for an individual or a family to move to Germany. ACS financial counselors recommend that a cash reserve of at least three months base pay be saved before you move to Germany. Many service members encounter pay delays and other problems that can cause a great financial hardship.

Most living expenses are much higher in Europe. For example, car insurance is at least twice as high as in CONUS, with many individuals paying more for their insurance than for car payments. It is recommended that you contact an insurance company in the USA which has an affiliated company offering insurance in Germany to get an estimate of insurance costs so you can make an informed decision on the actual costs of insuring your car in Germany. Drivers under 25 years of age will find that the cost of car insurance can be very expensive. KNOW BEFORE YOU GO! Check with an insurance company or have your sponsor get an estimate for the vehicle you are considering bringing with you.

If you currently have financial difficulties or they develop after you arrive in Germany, the ACS Financial Readiness Program (FRP) offers help in budgeting, checking account control, debt liquidation and consumer related problems. There are no off post agencies such as cost free Consumer Credit Counseling Services (CCCS) in Germany. FRP assistance is free and is also utilized by unit commanders for service members who do not maintain control of their finances. If you are currently working with a FRP or CCCS counselor, be sure to bring all of your documentation with you if you will be continuing your consultation.

Refer to NEED TO KNOW, HOUSING and other sections within this guide to get an idea of what some of the costs for living in Germany, especially on the economy, will be.

The current US\$ to Euro rate as of January 2003 is:
\$1 = Euro .9012.

Name: Financial Readiness Program
Address: Bldg. 253, Rm 6/7, Sullivan Bks
City: 09086
Phone: 0621-7303225
FAX: 0621-7303184
DSN Phone: 385-3225
DSN FAX: 385-3184
Comments: Hours: M-W & F 0730-1630, Th 1300-1630

Exceptional Family Member Program (EFMP)

All service members with an EFM must visit the EFMP ACS office during the in-processing phase. EFMP Mannheim assist families with exceptional family members by assisting with special housing needs, school requirements and recreational programs. Programs are available for families, children and adults.

Prior to leaving the states, family members complete an EFMP screening at their nearest military medical facility. It will be determined at that time if any family member will be enrolled if they have a special physical, educational or emotional need. Family members must complete this screening prior to receiving command sponsorship. Without command sponsorship the military will not pay for family travel, families will not qualify for housing or overseas housing allowance, children will not be eligible to enroll in school and medical services may be denied.

If you are currently receiving SSI, SSDI or Medicaid you should update your status with Social Security PRIOR to your OCONUS move. You can continue receiving these services while overseas, but you cannot complete a new enrollment while overseas. If your child is on an IEP, make sure you hand-carry a copy to present to your child's new school. Failure to do so will result in your child having to be retested and replaced.

You should hand-carry medical records for your entire family as well as a minimum of a 60 day supply of any prescription medication. Your first visit with your new doctor may be delayed and some prescription can only be filled by order of a local doctor.

Name: Exceptional Family Member Program (EFMP)
Address: Bldg. 253, Rm 106, Sullivan Bks
City: 09086
Phone: 01149-621-7302896
FAX: 01149621-7303184
DSN Phone: 385-2896
DSN FAX: 385-3184
Comments: Hours: M-W & F 0730-1630, Th 1300-1630

Household Goods In-Bound Shipments

PERSONAL PROPERTY SHIPMENTS

Personal property shipments throughout Germany are handled by the Consolidated Personal Property

Processing Office (CPPSO) in Grafenwoehr, Germany. Mannheim/Worms is serviced locally by the Personal Property Processing Office (PPPO) for coordination of household goods shipments, unaccompanied baggage shipments, tracing actions and destination changes. See POV section for POV shipment information.

Name: PPPO Mannheim
Address: Bldg. 255, Rm 307, Sullivan Barracks
City: 09086
Phone: 0621-7303435/2485
DSN Phone: 385-3435/2485
Comments: Please bring copies of all shipping documents and inventories when inprocessing transportation. Hours: M-F 0730-1600

Name: Quality Control - Mannheim
Address: Bldg 252, Rm 001, Sullivan Barracks
City: 09086
Phone: 0621-7302191/2190
DSN Phone: 385-2191/2190
Comments: Ensure you complete the forms provided by the moving agents during your pickup and delivery. They may be required for a damage claim. Hours: M-F 0730-1600

Household Goods Out-Bound Shipments

Call in advance for an appointment with a counselor. Bring six copies of your official orders and a completed inventory of the property to be moved for each shipment (DA Form 1701) to your counseling appointment.

Name: PPPO Mannheim
Address: Bldg. 255, Rm 302, Sullivan Barracks
City: 09086
Phone: 0621-73024853288
DSN Phone: 385-24853288
Comments: M-F 0730-1600

Household Goods Claims

The Claims Office is part of the Southern Law Center. Claims on international shipments must be submitted within 70 days; for intra-theater shipments, seven days.

Name: Claims Office
Address: Bldg. 332, Basement, Taylor Bks
City: 09086
Phone: 0621-730-8191/8850
DSN Phone: 381-8191/8850

Comments:
Hours: M-W 0900-1600
Th 1300-1600
F 0900-1130

Household Goods Weight Allowances

<i>Grade</i>	<i>Allowance w/Dependents</i>	<i>Allowance wo/Dependents</i>
E1	5000	1500
E2	5000	1500
E3	5000	2000
E4	7000	3500
E5	9000	7000
E6	11000	8000
E7	12500	10500
E8	13500	11600
E9	14500	12000
W-1	12000	10000
W-2	13800	12500
W-3	14500	13000
W-4	17000	14000
O-1	17500	16000
O-2	17500	17500
O-3	17500	17500
O-4	17500	17500
O-5	18000	18000
O-6+	18000	18000

POV In-Bound Shipments

The POV Shipping Office services the entire 26th ASG area (Heidelberg, Mannheim, Worms and Kaiserslautern). Soldiers will be contacted when their POV arrives. Inbound personnel who shipped cars on orders to 64th Replacement Detachment, or were diverted here from other pin-point assignments, need to contact the Inbound Transportation Office.

Name: POV Shipping Office
Address: Building 348, Taylor Barracks
City: 09086
Phone: 0621-7308674/8774
DSN Phone: 381-8674/8774
Comments:
Hours: M-F 0800-1400

Name: POV Shipping Office
Address: Building 348, Taylor Barracks
City: 09086
Phone: 0621-7308674/8774
DSN Phone: 381-8674/8774
Comments:
Hours: M-F 0800-1530

POV Claims

Vehicles must be inspected by you and the Shipping Office for damage which must be noted at time of receipt. You should return to the Shipping Office within 24 hours to verify any damage noted after driving off the lot. Any damage discovered after that time should be reported to the Legal Office and inspected by a member of the claims staff within thirty days of pick-up.

POV Out-Bound Shipments

Vehicle must be in good mechanical and physical condition as well as clean. Complete set of keys must be available.

Name: Claims Office
Address: Building 332, Taylor Barracks
City: 09086
Phone: 0621-7308191/8850
FAX: 0621-7308272
DSN Phone: 381-8191/8850
DSN FAX: 381-8272
Comments: Hours: M,T,W- 0900-1600 Thurs- 1300-1600 Fri. - 0900-1130

Pet Boarding/Kennels

There are any number of good private kennels in the surrounding German communities depending upon where you reside. Check the German telephone book under 'Tierheim' or 'Tierarzt' for telephone numbers and addresses or contact the Relocation Information and Referral at 385-2446 for additional information. The following listed kennel is the closest to BFV and Sullivan Bks.

Name: Julia's Cat Hotel
City: Besenheim
Phone: 07143-60081

Name: Rex Kennels
City: Heidelberg
Phone: 06221-412490

Name: Viernheim Tierheim (Kennels)
Address: Approximately 2KM from Ben Franklin Village
City: Viernheim 68519
Phone: 06204-2105
Comments: This is the local animal shelter or "Tierheim". Additional Kennels are listed under "Pet Information."

Pet Licensing

For more information on this subject:
<http://vets.amedd.army.mil/100th.nsf>
<http://vets.amedd.army.mil/100th.nsf>

Pets need to be registered with the Mannheim Veterinary Clinic as soon as possible after arriving. Refer to VETERINARY SERVICES for additional information. Currently, there are stringent registration requirements in effect for registration of "fighting dogs". The following is a USAREUR

Policy on Importing and Registering Dogs describing requirements.

The German Government passed a law in April 2001 that prohibits importing four breeds of dogs and crossbreeds of these dogs into Germany. The four breeds are the Pit Bull, American Staffordshire terrier, Staffordshire bull terrier, and bull terrier. This law also placed restrictions on several other dogs breeds that are considered potentially dangerous. Dog owners of specific breeds need to be aware of pending changes in host nation laws regarding their animals.

Growing concern within host nation states over the aggressiveness of some types of dogs is leading to additional legislation in various locations, and these laws apply to U.S. Forces personnel and their families.

The state of Baden-Wurttemberg is going to ban the breeding of fighting dogs. In the future, ownership of a fighting dog will require special permission from local authorities. Additionally, local authorities may require owners of all dangerous dogs to have a special public liability insurance. There will be a requirement for all owners of dangerous dogs -- irrespective of their breed -- to muzzle their dogs and walk them on a leash when in public. Three breeds are considered extremely dangerous: Pit Bull Terrier, American Staffordshire Terrier, and Bullterrier.

The characteristic features of a fighting dog may also apply to dogs of the following breeds, their crossbreeds or with crossbreeds of the dogs listed above, if they show signs of heightened aggressiveness and dangerousness towards human beings and animals: Bullmastiff, Staffordshire Bullterrier, Dogo Argentino, Bordeaux Dogge, Fila Brasileiro, Mastin Espanol, Mastino Napoletano, Mastiff, Tosa Inu.

Dog owners have to inform local authorities within four weeks that they have a fighting dog. Host nation officials then have the option to ban the ownership in cases of reasonable doubts and may order further measures.

Dogs which are not classified as fighting dogs under the new decree may also be classified as dangerous. Dogs are considered dangerous if they are (a) vicious or (b) aggressively jump at human beings and animals in a dangerous way, or (c) show a tendency to chase or attack game or other animals. Such animals must be muzzled and walked on a leash.

Dog owners who need information on host-nation restrictions should contact their supporting Veterinary Treatment Facility (VTF). The U.S. Army veterinary personnel can provide information on dangerous dogs and help personnel register their

dogs with local authorities if required. The 100th Medical Detachment website is located in the above right hand corner, there is a list VTF locations and provides more information about dangerous dogs.

Pet Quarantines

There is no quarantine for normal personal pets coming to Germany.

Veterinary Services

Veterinary services within the military community are limited. Appointments are required. Emergency treatment can be obtained from local German animal doctors/clinics or the ACS Relocation Information and Referral. Check with the following for a listing of recommend contacts.

Name: Dr. Baab
Address: 81 Schafhauser Strasse
City: Alzey
Phone: 06731-3232
Comments: 24 Hour Pet Clinic/Hospital

Name: Dr. Maurer
City: Heidelberg
Phone: 06221-166800
Comments: 24 Hour Pet Clinic/Hospital

Name: Dr. Walla
City: Wiesloch
Phone: 06222-81521
Comments: 24 Hour Pet Clinic/Hospital. Treats exotic pets.

Name: Veterinary Treatment Facility
Address: Bldg 266, Sullivan Barracks
City: Mannheim 06086
Phone: 0621-7302312
FAX: 385-2842
DSN Phone: 385-2312
DSN FAX: 0621-7302842
E-Mail: mannheimvtf@hotmail.com

Pet Transportation

Inbound service members or families who wish to ship a pet must make sure vaccinations and health certificates are in order before traveling. Please contact your local veterinarian for required rabies vaccination and health certificate. Rabies vaccinations must be more than 30 days but less than

12 months prior to departure; health certificates must be less than nine days. Give yourself as much time as possible as flight delays could cause problems with pet travel.

Cost for shipping on government leased carriers is \$85 for animals weighing less than 70 lbs, \$170 for over 70 lbs. Pets weighing more than 100 lbs must be shipped with private carriers.

Do not make shipping arrangements with private shippers before visiting your local transportation office.

Name: Gradlyn Kennels
City: Frankfurt
Phone: 069-690-50081/50661

Name: Janik Kennels
City: Frankfurt
Phone: 069-690-21961

Name: Pet - Air
Address: Cargo-Center, Building 458c, Room 5113
City: Frankfurt 60549
Phone: 069-690-71915/71916

PCS Reporting Procedures

Check the MUST KNOW ITEMS section at the front of this guide for information and details on arrival via air, car and train. All personnel are required to process through the Central Processing Facility listed below. Detailed information for the unit to which you will be assigned can be obtained from the unit directly or through your sponsor.

Name: Central Processing Facility
Address: Bldg. 255, Sullivan Bks
City: 09086
Phone: 0621-7302802
FAX: 0621-730-2232
DSN Phone: 385-2802
DSN FAX: 385-2232
Comments: Hours: M-F 0730-1630

Separation Procedures

Separation from the military is handled by the Outprocessing section of the Central Processing Facility.

For retirement, all married soldiers must see the Retirement Officer for Survivor Benefit Plan counseling before scheduled outprocessing through the transition points.

If dual military and ETSing, check with transportation office to insure both members maintain their entitlements.

Name: Army Career & Alumni Program (ACAP)
Address: Bldg. 255, Sullivan Bks, Rm 8
City: 09086
Phone: 0621-7302680/2697
DSN Phone: 385-2680/2697
Comments: A program to help separating soldiers to transition into civilian life. Some of the services offered: explanations of entitlements, guide to community support services and job searches tailored to your needs. Individual counseling sessions are available as are workshops on job searching, self-assessment, goal setting, and interviewing. Also available are automated job placement, job information and a job assistance reference library.

Name: OUTPROCESSING
Address: Building 255, Sullivan Barracks
City: 09086
Phone: 0621-7302064/2802
FAX: 0621-7302232
DSN Phone: 385-2064/2802
DSN FAX: 385-2232
Comments: Hours: M-F 0730-1630

Name: Retirement Outprocessing
Address: Bldg 255, Sullivan Bks
Phone: DSN 385-2232
Comments: Hours: M-F 0730-1630.

Billeting

For billeting information, refer to section HOUSING of this guide. As additional information, there is no military campground.

Name: Franklin Guest House
Address: Building 312, Benjamin Franklin Village
City: 09086
Phone: 0621-7301700/6547
FAX: 0621-738607
DSN Phone: 380-1700/6547
E-Mail: frankling@cmtymail.26asg.army.mil
Comments: Franklin Guest House offers clean, comfortable, affordable and modern lodging arrangements to all eligible personnel and their guest. The Guest House has 3 suites, 39 private rooms with bath, 2 kitchenettes, one laundry room, a conference room and a reception area. A playground is also on the premises. In addition, each room come equipped with security boxes, telephone, cable television, a refrigerator, a coffee maker an iron w/ ironing board. Maid service is provided on a daily basis. The reception area is open Monday through Friday 0600-2400 hours. Saturday, Sunday and holidays 0800-2400 hours. Dining and leisure information in guest books are located in each room for easy reference.

Unaccompanied PCS

If you are single or will be serving an unaccompanied tour at Mannheim, make sure you request a sponsor as soon as you are notified of the assignment. Your sponsor can help with information about your new unit and the Mannheim area as well as answer any questions you might have. Your sponsor can contact Relocation Assistance personnel to obtain or have a Mannheim Welcome packet forwarded to you. Also be sure to contact the Relocation section at your current location to get a SITES booklet (such as you are now reading) printed out with the latest information concerning Mannheim.

If you plan to have your family join you later, try to facilitate this process as much as possible before you depart your current location. Documentation, appointments for packing-up and shipping both household, cars and family, etc should be initiated. Make use of post resources, ACS programs and other resources as necessary. If this will be the first move for your family without you, it could be a very stressful time if information is not obtained and questions are not asked. Even if it is not the first move, there are always many things that can and will go wrong. Make this process as easy as possible for your family. Make sure they know how to contact any of the community resources both military and civilian.

Support Services

Support Services Overview

Army Community Service (ACS) offers many support services. In addition, there are numerous other organizations which offer professional services. There are no state social services available other than German, which naturally are conducted in the host language. However, many of these services are used by the military services as referrals. Refer to other portions of this guide for additional information concerning community services. For information on services listed, contact Relocation Information and Referral, Bldg. 251, Sullivan Barracks, DSN 385-2447 or Civilian 0621-7302447.

Name: Army Community Service/Family Assistance Center
Address: Bldg. 253, Sullivan Bks
City: Mannheim, Germany, APO AE 09086-9901
Phone: 0621-7303101
FAX: 0621-7303184
DSN Phone: 385-3101
DSN FAX: 385-3184
Comments: ACS operates the Family Assistance Center (FAC) when deployment of large numbers of military personnel are taking effect. ACS services are still offered; however, due to the personnel situation, many consultations are by appointment only rather than the normal walk-in service. Be sure to contact the specific program manager for appointments. Also refer to Family Centers section for services offered at ACS/FAC.

Family Centers

All ACS programs following can be contacted through one FAX number: DSN 385-3184 or CIV 0621-7303184. Several of the programs have their own email address which is listed under the specific program.

Name: Army Emergency Relief
Address: Bldg. 253, Sullivan Barracks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7303835
FAX: 0621-7303184
DSN Phone: 385-3835
DSN FAX: 385-3184
E-Mail: doris.tyler@cmtymail.26asg.army.mil
Comments: A non-profit organization which provides emergency loans/grants to soldiers in emergency situations. Some categories of assistance includes: emergency travel, medical and dental expenses are not covered by Tricare, car repair to meet established safety inspection standards, essential POV insurance, rent and utility payments/deposits, food, assistance to widows(ers) and orphaned children, educational scholarship assistance to children of active duty and retired service members.

Name: Army Family Team Building (AFTB)
Address: Bldg. 253, Sullivan Bks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7302240
FAX: 0621-7303184
DSN Phone: 385-2240
DSN FAX: 385-3184
E-Mail: lynda.pontious@cmtymail.26asg.army.mil
Comments: Provides training and educational information about the military way of life, personal and leadership skills. Also provides the knowledge necessary to ensure spouses are capable of self-sustainment during soldier's absence and extended periods of deployment.

Name: Employment Readiness Program
Address: Bldg. 253, Rm 103, Sullivan Bks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7302245
FAX: 0621-7303184
DSN Phone: 385-2245
DSN FAX: 385-3184
Comments: Provides information and referral services in the areas of employment, education, training, transition and volunteer opportunities to give family members the competitive edge needed to secure employment. Refer to the EMPLOYMENT section for additional information

Name: Exceptional Family Member Program (EFMP)
Address: Bldg. 253, Rm 106, Sullivan Bks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7302896/3184
FAX: 0621-7302837
DSN Phone: 385-2896/3184
DSN FAX: 385-2837
Comments: Mandatory enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated medical, educational, housing, community support and personnel services to families with special needs.

Name: Family Advocacy Program (FAP)
Address: Bldg. 253, Rm 104, Sullivan Bks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7303871
FAX: 0621-7302837/3184
DSN Phone: 385-3871
DSN FAX: 385-2837/3184
E-Mail: michelle.wells@cmtymail.26asg.army.mil
Comments: Dedicated to the prevention, prompt reporting and intervention and treatment of spouse and child abuse. Initiatives within FAP enhance the quality of life for military and family members by offering classes, workshops and seminars on such themes as: New Parent Support Education and assistance for expecting and new parents. Family Wellness; Stress management, CHOICES, Child Safety, Victim Witness and support groups for single parents and step-parents. Love and Logic parenting classes, and other classes tailored to specific groups.

Name: Family Services Coordinator/FRG Liaison
Address: Bldg 253, Rm 101, Sullivan Bks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7303388
FAX: 0621-7303184
DSN Phone: 385-3388
DSN FAX: 385-3184
Comments: Provides instruction, briefings and training to assist units in establishing and maintaining unit Family Support Groups. Library of Operation Ready materials, regulations, and additional resources available for predeployment and redeployment.

Name: Financial Readiness Program
Address: Bldg. 253, Rm 006/007, Sullivan Bks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7303225
FAX: 0621-7303184
DSN Phone: 385-3225
DSN FAX: 385-3184
E-Mail: salome.smallings@cmtymail.26asg.army.mil
Comments: Offers a wide range of services to assist soldiers and their families with their financial affairs. Emphasis is placed upon educating soldiers and spouses in money management, proper use of credit; financial planning for deployment, transition and relocation; insurance; and check writing principles in an attempt to prevent financial difficulties before they arise. Also included in this service is a debt liquidation program which is designed to help soldiers arrange to pay off their debts. This program also helps to educate soldiers families on their rights as consumers.

Name: Foster Care
Address: Bldg. 253, Rm 004, Sullivan Bks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7302694/3590
FAX: 0621-7303184
DSN Phone: 385-2694/3590
DSN FAX: 385-3184
E-Mail: cozett.warner@cmtymail.26asg.army.mil
Comments: Provides quality substitute care for military children in situations or circumstances which necessitate alternate placement away from their permanent home on a temporary or permanent basis. See Need To Know section for additional comments concerning EFMP.

Name: Information and Referral
Address: Bldg. 251, Sullivan Barracks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7302447
FAX: 0621-730-3184
DSN Phone: 385-2447
DSN FAX: 380-3184
E-Mail: kolbh@cmtymail.26asg.army.mil
Comments: Provides soldiers and their families with any information or assistance they may need such as maps, directions, translations regarding utility and phone bills. I&R maintains data files of community resources, telephone books and other Military Installation information.

Name: Installation Volunteer Coordinator (IVC)
Address: Bldg. 253, Room 109, Sullivan Bks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7302759
FAX: 0621-7303184
DSN Phone: 385-2759
DSN FAX: 385-3184
E-Mail: kathy.bergman@cmtymail.26asg.army.mil
Comments: Assists organizations with their volunteers through the publication of community job needs and assists volunteers with job placement by suiting personal interests to career goals.

Name: Lending Closet/Welcome Packets
Address: Building 251, Sullivan Barracks
City: Mannheim, Germany, APO AE 09086
Phone: 0621-7303917
FAX: 062107393184
DSN Phone: 385-3917
DSN FAX: 385-3184
E-Mail: michelle.padin@cmtymail.26asg.army.mil
Comments: Provides information on world-wide military installation through the Standard Installation Topic Exchange Service (SITES). Distributes Welcome Packets for the Mannheim community and maintains a well stocked Lending Closet with basic kitchen supplies for the use of individuals arriving and departing the community. NO BED LINENS ARE PROVIDED. The Lending Closet also has a supply of infant furniture including play-pens, strollers, car seats and high chairs. The use of a car seat is mandatory in Germany for all children up to 12 to use an approved child restraint device when being transported in a motor vehicle.

Information and Referral

Information on many issues and community resources can be obtained through the Relocation Assistance Program's Information and Referral (I&R) section. The booklet, 'Mannheim Community Service Guide', is available for handout and is given to all newcomers. This handy booklet covers such diverse subjects as German translations of washing, cleaning and ironing symbols on European clothing, washers and dryers; conversion charts for Metric to US measurements; and many other real need to know items which will make your introduction to Germany and Mannheim much easier.

Other resources are available in the Mannheim community. The post library, Child Development

Services, Community Counseling Center, Social Work Services, to name just a few, offer guidance and counseling in dealing with many of the problems which develop when living away from 'home and hearth' in a foreign culture. Learning to make use of these local resources can be a great help. See Information and Referral in Family Center Section

Financial Assistance Programs

The local Community Bank facility as well as Service Credit Union can advise on setting up checking and savings accounts, Certificates of Deposit and developing financial security. Not only do they offer these services but also offer assistance with credit problems through consumer awareness programs. Working in conjunction with ACS Consumer Affairs and Financial Assistance Program counselors, these financial institutions can be of assistance when you are seeking help for monetary overextension, balancing your budget, rectifying checking account problems and other financial management difficulties. Refer to section FAMILY CENTERS and COMMONLY REFERENCED NUMBERS for details on contacting these institutions and individuals.

The Director, Community Activities (DCA) maintains a Tax Relief Office (TRO) which can aid considerably when it is necessary to purchase items on the German economy. The American military and civilian work force are eligible to get exemption of paying the German Merhwertstuer (luxury Value Added Tax (VAT)), currently approximately 16% of the purchase price. Contact the TRO for details. Tax relief can also be gotten on utility bills from local utility companies. Contact the TRO for details.

Name: Tax Relief Office (TRO)
Address: Bldg. 238, basement, Sullivan Bks
City: 09068
Phone: 0621-7301780
DSN Phone: 380-1780
Comments: The buyer must purchase the proper document from the TRO. Rates are currently from \$4.00 to \$30.00, depending upon the number of items purchased and the amount which will be purchased from a German store. Contact the TRO for current details or check out the Relocation Assistance booklet, 'Guide to Mannheim Community Services' for cost and an explanation of the procedure.

Emergency Assistance

Refer to sections FAMILY CENTERS, Army Emergency Relief, and IN TRANSIT EMERGENCIES for detailed information on contacting relief organizations and the assistance provided in addition to the information following.

Name: American Red Cross (ARC)
Address: Bldg. 246, Sullivan Bks
City: 09086
Phone: 0621-7301760
DSN Phone: 385-1760/3365
Comments: ARC aids military members and government civilians with emergency communications, financial assistance, verification of family and medical emergencies as well as providing fast cost-free transfer of emergency funds to family members elsewhere in the world. The ARC center in Stuttgart, Germany is manned 24 hours/7 days a week to ensure emergency communications for military and civilian members and their families is possible (DSN 421-2059 or CIV 0711-7292059).

Family Advocacy

The Department of Defense has developed the Family Advocacy Program (FAP) to provide for the education, prevention and intervention of child sexual and physical abuse and neglect and spouse abuse and sexual assault. The FAP for the Mannheim community is part of Army Community Service programs. For additional information, refer to section FAMILY CENTERS.

Name: Family Advocacy Program (FAP)
Address: Bldg. 253, Rm 104, Sullivan Bks
City: 09086
Phone: 0621-7303871
FAX: 0621-7303184
DSN Phone: 385-3871
DSN FAX: 385-3184
Comments: Various initiatives within the FAP provide for community awareness and education. The FAP implements prevention, direct services such as foster care, safe shelter and respite day care, administration, evaluation and training on the seriousness of child/spouse abuse. Special education programs include Parenting with Love & Logic, Choices, New Beginnings for expecting parents and parents of toddlers, stress coping skills, single parent support group and strengthening stepfamilies.

Single Member Services

Many off duty recreational activities can be found in the area. Mannheim is centrally located and travel to some of the most interesting parts of Germany and Europe is easy. Within two hours one can be in the Black Forest, Bavaria or France; in three to five hours, Czechoslovakia, Switzerland or Italy. Local commercial tour operators including Outdoor Recreation, USO and the clubs offer such an assortment of things to see and do that one should not miss out on the opportunity. The BOSS program (Better Opportunities for Single Soldiers) provides recreational activities for unaccompanied soldiers and gives them a chance to voice their concerns, needs and interests about the community as well. Please refer to the monthly MWR website, local post newsletters, The Herald Post, brochures and Stars & Stripes newspaper for specific offers and programs.

Support Groups

Various support groups serve the community. Most military units have a Family Readiness Group (FRG) whose members strive to help each other during times of deployment as well as during normal military operations. FRGs are not limited just to families; many single soldiers and single parents are active members.

Army Community Service/Family Assistance Center, the clinics and chaplains' organizations also are groups to which anyone can turn in time of trouble or just for support and information.

Name: Alcohol & Drug Abuse Prevention & Control Program (ADAPCP)
Address: Bldg. 214, Sullivan Bks
City: 09086
Phone: 0621-7301710
FAX: 0621-7303126
DSN Phone: 380-1710
DSN FAX: 385-3126
Comments: ADAPCP is responsible for the Mannheim and Coleman areas. The above listed numbers are for the clinical program. The biochemical testing and education branch can be reached at DSN 382-4394 or CIV 0621-7794394.

Name: Alcoholics Anonymous (AA)
Address: Building 214, Sullivan Bks
City: 09086
Phone: 0621-7301710
DSN Phone: 380-1710
Comments: Meets: Monday & Wednesday 1900, Sundays 1200 at Sullivan Bks, Bldg 243, top floor. Above tel. number is for the Mannheim Community Counseling Center who can give information pertaining to the AA program.

Name: Family Member Action Officer
Address: Bldg. 246, Sullivan Bks
City: 09086
Phone: 0621-7302782
DSN Phone: 385-2782
Comments: Provides crisis intervention for marital, drug, alcohol or individual teen/adult counseling. Channels clients to other agencies that can provide help. Provides guidance and interpretation services in dealing with the German court systems or German legal matters in criminal or non-criminal cases. All services are strictly confidential. Especially helpful for those problems that left unresolved could require the intervention of a law agency.

Name: Social Work Services (SWS)
Address: Bldg. 227, Sullivan Bks
City: 09086
Phone: 0621-7303664/3118
DSN Phone: 385-3664/3118
Comments: Works with child abuse/neglect and spouse abuse intervention. Provides assessments of alleged abuse/neglect and follow-up counseling services when appropriate. Also offers single soldier counseling, group therapy, child abuse and rape counseling.

Morale, Welfare, and Recreation

Name: Auto Skills Center
Address: Building 426, Taylor Barracks
City: 09086
Phone: 0621-730-8649/7153
DSN Phone: 381-8649/7153
Comments: Hours: M T TH F 1000-2000 Sa Su 0900-1700 Closed on Wednesday. Services include vehicle donation, daily towing services, holding lot, engine work, vacuum, oil change, and tire changing and balancing. Full scale operation with 11 work bays.

Name: BFV Bowling Center
Address: Building 724, Benjamin Franklin Village
City: 09086
Phone: 0621-7309528/4615
DSN Phone: 380-9528/4615
Comments: League bowling, tournaments, birthday parties, amusement machines pro shop, 32 lanes and much more. Hours: Daily 1100-2300

Name: Clubs
Address: Various locations (See Below)
Comments: Mannheim Community clubs offer a wide variety of entertainment to include dancing, dining areas, amusement machines and occasional pool/dart tournaments. Coleman Community Club, Bldg 86, Coleman Barracks, 382-4410 Pirate's Cove Club, Bldg 345, Taylor Barracks, 381-8819 Top Hat Club, Bldg 738, Benjamin Franklin Village, 380-9370 Wingers Restaurant, Bldg 738, Benjamin Franklin Village, 380-9380

Name: Coleman Auto Skills Center
Address: Bldg 48, Coleman Barracks
City: 09086
Phone: 0621-7794210
DSN Phone: 779-4210
Comments: Services include vehicle donation, towing service, holding lot, steam cleaning, wheel alignment, engine, vacuum, oil changing, tire changing and balancing. Full scale operation with 1 pit and 3 lifts.

Name: Coleman Bowling Center
Address: Bldg 25, Coleman Barracks
City: 09086
Phone: 0621-7794320
FAX: 0621-7794337
DSN Phone: 382-4320
DSN FAX: 382-4337
Comments: Bowling Center/Snack Bar open M-F 0630-2300 hours. Saturday, Sunday, Holidays and Training Holidays 0800-2100. Mikes Pub open M-F 1600-2100 hours. Saturday and Sunday closing hours of operation may vary.

Name: Heidelberg Golf Course
City: Oftersheim
Phone: 06202-53767
DSN Phone: 379-6139
Comments: Summer Hours: M-F 0700-2100 Sa,Su 0600-1800 Winter Hours: M-F 0700-1800 Sa-Su 0630-1800 Located 35 KM southeast of Mannheim and is operated by Heidelberg military community.

Name: Heidelberg MWR Office
Address: Building 107, Patton Barracks
City: 09102
Phone: 06221-178068/7889
FAX: 06221-163482
DSN Phone: 373-8068/7889

Name: Multi-Arts & Crafts Center
Address: Building 251, Sullivan Barracks
City: 09086
Phone: 0621-7303530
DSN Phone: 385-3530
Comments: Family Ceramics: Shop Hours T-F 0900-1700 hours, Saturday 1200-1700 hours. Classes: Wednesday 1000, Saturday Family Class 1230, Children Class Saturday 1430 Special Hours can be arranged for groups. Free pour day is on the 2nd Friday of each month. DSN: 385-2863 Civ. 0621-7302863 Eye Design Photo Studio: T-F 1200-1800, Saturday 1000-1800 DSN 385-2289 Wood Shop: Thur 1400-2000 Friday 1800-2000 Sat 1000-1800 DSN 385-2596 Fancy Framing: Wed-Fri 1200-1800, 1st Sat of month 1100-1700 DSN 385-2009 Sewing and Quilting: W-F 0900-1400, Phone 0621-724-5681 Instruction and materials for Arts and Crafts classes are available for: Flower decorating, quilting, ceramics, wood- working (beginning and advanced), photography classes, framing, professional photographer, matting and passport photos.

Name: Off Main Street Theater
Address: Bldg 25, Coleman Barracks
City: 09086
Phone: 0621-7795319
DSN Phone: 382-5319
Comments: The Rhein-Neckar Theater company performs 5 shows a season, ranging from drama comedy and musicals. Volunteer support is heavily relied upon and theater interests include directing, acting, singing, musicians, backstage, lighting, sound and set constructing.

Name: Outdoor Recreation
Address: Bldg 357, Taylor Barracks
City: 09086
Phone: 0621-7307215
FAX: 0621-721653
DSN Phone: 381-7215
Comments: Hours: MTF 0830-1730, Sa 1000-1400 Wed. Th and Sun Closed Various type of outdoor recreation equipment for a reasonable fee available to I.D. Cardholders. Instructional programs, ice, propane tanks/refills, paintball equipment, skis, trips and monthly flea markets are offered. Recreational vehicles are available for rent and a bus charter service.

Name: Rod and Gun Club - Heidelberg
Address: Next to Heidelberg Golf Course
City: Oftersheim
Phone: 06202-51193
Comments: Sells sporting goods, gifts, clothing and other sports equipment. Store hours: W-F 1600-1900 Sa 0900-1900 Su 0900-1400 Range hours: W-F 1700-2100 Sa 0900-2000 Su 0900-1400 Bar/Restaurant hours: W,Th 1700-2300 F 1700-0100 Sa 1100-2300 Su 0900-2000

Name: Sullivan Library
Address: Building 252, Sullivan Barracks
City: 09086
Phone: 0621-7301740
FAX: 0621-7303636
DSN Phone: 380-1740
DSN FAX: 385-3636
Comments: Hours: M,W,Th 0900-2000 F-Su 0900-1800 Library materials available for loan include books, video cassettes, compact disks, and mail order catalogs. Magazines and a selection of hometown newspapers are available for browsing. A substantial reference collection is available to answer most reference questions. Services include inter-library loan from other USAREUR and USAFE libraries, preschool storytime, school age children's program, children's summer reading program. Additionally, CD-ROM references and Internet/World-Wide Web, eMail and Telnet access is available. Sullivan also houses the USAREUR Genealogy collection and classes.

Name: Sullivan Gym & Fitness Center
Address: Building 237-A&B, Sullivan Barracks
City: 09086
Phone: 0621-7302001/2095
FAX: 0621-723794
DSN Phone: 385-2001/2095
Comments: Hours: M-W 0600-2100, Th 1100-2100, F 0600-2100, Sa/Su/Hol 1000-1800 Aerobic and anaerobic equipment, classes in aerobics and martial arts, personal trainers and sports competition at all levels. Indoor/Outdoor tennis courts located at Bldg 725, 385-2054. Other location: Coleman Gymnasium, Bldg 25, Coleman Barracks, 382-4322 1000-1700

Name: Worms Auto Auto Strip Yard
Address: Bldg 5937, TMP #2, Bensheimerstrasse
City: Worms
Phone: 06241-6730
Comments: Hours: M-Su 0900-1700 Low cost used parts are available to ID card holders through donations of automobiles to MWR.

Chapel Services and Programs

In the event of an emergency, the on-call chaplain can be contacted through the Mannheim Military Police duty desk on Sullivan Bks, DSN 114, 385-3359 or CIV 0621-7303359.

Religious, Marital and Pre-marital Counseling is offered. Contact the Community Chaplain's office for details.

Jewish services: Mark Twain Village Chapel, Heidelberg DSN 370-8799/8448/8484
CIV 06221-57-XXXX Fridays 2000 hours
Saturdays 0900 hours

Protestant services are held at most chapels in the community, please call or check the community newspapers and bulletin boards for times and locations for these and other denominational services.

Refer to section LOCAL COMMUNITY for information concerning religious installations off-post.

Name: 293D BSB Staff Chaplain
Address: Bldg. 239, Sullivan Bks
City: 09086-9901
Phone: 0621-7303018
FAX: 0621-7303759
DSN Phone: 380-3018
DSN FAX: 385-3759
Comments: Hours: M-F 0730-1630

Name: BFV Chapel
Address: Bldg. 698, Washington Street, BFV
City: 09068-9901
Phone: 0621-7309448/1570
DSN Phone: 380-9448/1570
Comments: Services offered: Protestant, Catholic and Baptist. Catholic Mass: Sunday, 0900 Protestant Service: Sunday, 1100

Name: Coleman Bks Chapel
Address: Bldg. 85, Coleman Bks
City: 09068
Phone: 0621-7794465
DSN Phone: 382-4465
Comments: Services offered: Church of God in Christ.

Name: Confinement Facility Chapel
Address: Coleman Barracks
Phone: 0621-7795119
DSN Phone: 382-5119

Name: Mannheim Staff Chaplains Office
Address: Ben Franklin Village Chapel
Phone: 0621-7309134/9448
DSN Phone: 380-9134/9448

Name: Mark Twain Village Chapel
Address: Heidelberg
Phone: 06221-578448
DSN Phone: 370-8448/1570

Name: Nachrichten Kaserne Chapel
Address: Bldg 3616, Nachrichten Kaserne
Phone: 06221-172092
DSN Phone: 371-2092
Comments: Episcopal services offered Sunday, 0930

Name: PHV Chapel (Heidelberg)
Address: Bldg 4501, Patrick Henry Village
City: 09102
Phone: 06221-578071/8799
DSN Phone: 370-8071/8799
Comments: Lutheran services offered Sunday, 0845

Name: Spinelli Bks Chapel
Address: Bldg. 1592, Spinelli Bks
City: 09086
Phone: 0621-7306240/6319
DSN Phone: 380-6240/6319
Comments: Services offered: United Pentecostal and Apostolic.

Name: Taylor Chapel
Address: Bldg. 375 Taylor Barracks
Phone: 0621-7308668
DSN Phone: 381-8668

Name: Turley Chapel
Address: Turley Barracks
Phone: 0621-7309247
DSN Phone: 380-9247

Drug and Alcohol

Drug use in Germany is a serious offense and vigorously prosecuted; therefore, the substance abuse

program administered by the Community Counseling Center (CCC) is of vital importance to the well being of the military community. This program provides assistance to individuals and military commanders through education, screening and processing of individuals with substance abuse problems, be it drug or alcohol.

Name: Community Counseling Center
Address: Building 214, Sullivan, Barracks
City: 09086
Phone: 0621-7301710
FAX: 0621-7303126
DSN Phone: 380-1710
DSN FAX: 385-3126
Comments: Hours: M-F 0730-1630 Administers the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) for the Mannheim, Coleman and Worms communities. Information on the Alcoholics Anonymous (AA) meetings can also be obtained here. Refer also to section SUPPORT GROUPS for additional information.

Legal Assistance

The Mannheim Legal Assistance Office consists of a professional, dedicated corps of well-trained and experienced attorneys, paralegals and soldiers. Generally, all valid I.D. Card holders are eligible for legal assistance services. This office provides a full range of free legal services including military administrative matters, with the exception of in-court representation and criminal defense work.

Name: Legal Assistance Office of Mannheim Law Center
Address: Building 332, Taylor Barracks
City: 09086-9901
Phone: 0621-7308191
FAX: 0621-7308272
DSN Phone: 381-8191/8850
DSN FAX: 381-8272
Comments: Hours: M-W 0900-1130, 1300-1600; Thur. 1300-1600; Fri 0900-1130 Mon, Tue, Thur, Fri by appointment only. Wed. walk-ins Services offered includes: separation and divorce handouts & counseling, wills, notary services, Power of Attorneys, and counseling regarding German-American and NATO Status of Forces Agreement (SOFA) rights. The Legal Center also offers free Income Tax Return preparation and during tax season, free electronic filing.

Child And Teen Services

Child and Teen Services Overview

Child, Middle Teen and Teen Services Overview

The 293D BSB Child and Youth Services (CYS) programs provide full-day, part-day and hourly care for children, ages 4 weeks through 18 years of age. Quality child care and developmental programming activities for all ages. Monroe Street Child Development Center, building 699, provides serves children ages 6 weeks to 5 years. These services includes full day, part day, preschool, part day and full day kindergarten and hourly programs. Mannheim School Age Services, building 737 provides activities for grades 1-5. Programming includes Boys and Girls Clubs activities and programs. Family Child Care (FCC) homes provide child care services to children 4 weeks through 5 grade. Extended hours in FCC homes is a child development option for those parents who require routine evening child care due to long or unusual work hours. FCC Providers are trained to provide child care for extended TDY. Currently, FCC homes offer immediate child care for families arriving in the 293D Community. Preference for care waiting lists require 6-9 months. Unit sponsors may register children on the waiting list prior to arrival in the 293D BSB community. Please contact the Central Enrollment Registration Office for an update on the childcare waiting list. Placement for infants and toddlers may take 6-9 months for the

Child Development Center. Other age groups have a significantly shorter time for placement. Unit sponsors may register children on deferred travel prior arrival to the 293rd BSB.

All children/youth must be registered in the program. Annual Registration is \$15.00 per child or \$35.00 per family. Eligibility in the program is 4 weeks through 18 years of age. The following items are required to register children in child care: Annual Registration Fee, copy of assignment orders showing family members who are command sponsored, up-to-date immunization record, emergency notification designee, child release designee, health assessment completed within the past year or within 30 days of enrollment. An up-to-date family care plan is required for single military or dual military parents. Fees are based on total family income in accordance with Department of Defense guidance and updated annually. CYS full day program fee for ages 0-5 years range from \$177.00 to \$458.00 per month. School age fees range from \$86-193 per month during the school year.

Name: Central Enrollment Registration
Address: Bldg. 255, Rm 115, Sullivan Bks
City: 09086-9901
Phone: 0621-7303411
DSN Phone: 385-3411
E-Mail: cys293mannheim@cmtymail.26asg.army.mil
Comments: Hours: M-F 0730-1630

New Parent Program

Name: New Parent Education & Support Program
Comments: Army Community Service's Family Advocacy Program (FAP) offers a special education program for expecting parents and parents of toddlers.

Name: New Parent Support Program
Address: Bldg. 253, Rm 005, Sullivan Bks
City: Mannheim, APO AE 09086-9901
Phone: 0621-7302481/3590
FAX: 0621-7303184
DSN Phone: 385-2481/3590
DSN FAX: 385-3184
Comments: The New Parent Education and Support Program (NPESP) is a professional team of nurses and social workers who provide educational and emotional support to military families from pregnancy and birth until the child's 4th birthday. Whether you are a mom or dad, single or married, civilian, active duty or a stay-at-home parent, through our home visits, classes and support groups, we will help you learn to cope with the demands of military life (stress, isolation, deployments) and parenthood. We also offer infant and toddler play mornings. This service is FREE. Please contact NPESP for more information.

Child Care Programs - on Installation

Waiting list priority is based solely upon the date which parents apply for registration.

EXCESS DEMAND WAITING LIST (FCC): List is divided into two parts. One for dual/single military/civilians and one for DoDcivilians. Priority is given to the dual/single military IAW government regulations. This waiting list is generally a few months but is much shorter than the Preference for Care List. Parents must sign a waiting list agreement.

PREFERENCE FOR CARE LIST (CENTER BASED CARE): Placement on this list is by date enrolled. No priority is given. This list tends to be several months long.

PROJECTED DEMAND WAITING LIST: This list is used when patrons are expecting and care is not needed at the time of application. The patron is moved to the active Preference For Care List when the child is born or care is needed. The original date of application is used.

PART DAY PRESCHOOL LIST: This list is for children 3-5 years old who are potty trained. There are two or three day programs with morning and afternoon sessions. Price is based on income.

SCHOOL AGE SERVICES: This list covers children 6-10 years old. During the school year this is a Before and After School Program with full time care

during vacations and during the Summer months. A Summer Only list is kept May-July.

Extended Care: Family Child Care (FCC) offers child care options such as full day care, hourly care, respite and special needs. Extended and long term care for children is also available to children from 4 weeks to 12 years.

Registration is not necessary until a slot has been offered or the patron requires hourly care.

YOUTH SERVICES: Youth Services is comprised of Recreation/Leisure, Fitness/ Sports, and Youth Development. Youth Services operates a Middle School Program (ages 11-13 years) and a Teen Program (ages 14-19 years) for teen population of the community. There is also an active teen council, Hire-a-teen Program, and various other social activities such as lock-ins and trips on the economy offered.

The Fitness and Sports Program offers baseball, softball, flag football, soccer, basketball and cheerleading for children aged 5-18.

Instructional classes are offered in Karate, Dance, and Gymnastics.

Name: Child Development Center #699, BFV
Address: Bldg. 699, BFV
City: 09068-9901
Phone: 0621-7304850/4851
DSN Phone: 380-4850/4851
Comments: Hours: M-F 0545-1745

Name: Family Child Care (FCC) Providers
Address: Bldg. 742, BFV
City: 09086
Phone: 0621-730-9668
DSN Phone: 380-9668
Comments: Total Homes: 45 Total capacity: 250 Waiting time: Varies by age group.

Name: School Age Services, BFV
Address: Bldg. 737, BFV
City: 09086-9901
Phone: 0621-7304321
DSN Phone: 380-4321
Comments: Hours: M-F 0545-1745

Child Care Programs - Community

Child care providers off post are not required to be certified by Child Development Services so care should be taken to insure that a service is trustworthy before entering into an agreement. German facilities are available in the various communities. Check with Child Development Services for additional information. The service listed off post are within the Mannheim area.

Things To Do - Clubs and Social

School sponsored clubs are available at the three Mannheim DoDEA schools. The Spanish and German clubs focus on learning more about Germany and Spain, culturally and language-wise; Future Business Leaders of America (FBLA) will be of interest to students who are interested in becoming involved in the business sectors through discussion and practice of management skills and entrepreneurship; and the Chess club naturally focuses upon learning and improving skills in this most ancient of board games. Working as members of the staff to publish the school newspaper and yearbook will be of interest to anyone wishing to perfect their journalism, graphic and marketing skills.

Things To Do - Recreation and Sports

Mannheim Youth Services (MYS) offer a wide assortment of things to do, both in the local community as well as out and away. Teen Wilderness Week (a week of hiking, rappeling, swimming, canoeing, etc to include food, lodging and so on), Wind Surfing, Hut hopping (in conjunction with hiking), Historical European City Tours, Midnight basketball, BBQs and Ski trips are but just a few of the many activities offered within the community.

The Mannheim Youth Services offers on a continuing basis the use of the recreation rooms, large screen TV and video, movies every Wednesday with free popcorn and sodas and alternative music nights.

Lots of activities to be had at Mannheim! Many of the above are done in conjunction with MYS, USO and Outdoor Recreation with more to come. The

Youth Services folks are always on the lookout for new and exciting things to do. If you have any ideas - talk with them and make it happen!!

Name: Mannheim Youth Sports
Address: Bldg. 696, Benjamin Franklin Village
City: 09086-9901
Phone: 0621-7309208/9209
DSN Phone: 380-4212/9208

Schools

Please refer to PUBLIC and DoDDS SCHOOLS for information pg.17-19

School Age Care

Refer to section CHILD CARE PROGRAMS - INSTALLATION & COMMUNITY for additional information.

Religious Programs

Several Chapel and ministry sponsored programs are available to the Mannheim youth. There are two non-denominational Christian organizations which are very active: Quest (Junior school) and Highlife (Senior school). Both organizations provide fun activities oriented toward spiritual development for young people. Some of the recent activities have been trips to Poland where the participants helped in restoration/maintenance of a Drug Rehabilitation Center. Quest meets at BFV Chapel Thursday at 1830 and Highlife meets Wednesday, BFV Chapel at 1900.

Two Catholic Youth Organizations (CYO) for youths are also available: Junior CYO meets 1st & 3rd Tuesday at BFV Chapel at 1830 and Senior CYO meets 2nd & 4th Tuesday at BFV Chapel also at 1830.

The Youth Choir meets Fridays at the BFV Chapel at 1800.

For additional information contact the BSB Staff Chaplain's office.

Name: 293D BSB Staff Chaplain
Address: Bldg. 244, Sullivan Bks
City: 09086-9901
Phone: 0621-7309134/9448
FAX: 0621-7303759
DSN Phone: 380-9134/9448
DSN FAX: 385-3759
Comments: Hours: M-F 0730-1630. For emergencies, contact the Mannheim Military Police duty desk at DSN 385-3359.

Special Events

Mannheim area schools, Youth Services, USO, Outdoor Recreation, Community Recreation Division and SATO Travel offer numerous events such as Rhein River cruises, concerts (open-air as well as indoor), trips to Paris Disney Park and others at reduced costs and sometimes free for youth participants. Check out sections MORALE, WELFARE AND RECREATION, CULTURAL ATTRACTIONS and EVENTS CALENDER in this guide for additional information.

Sponsorship and Support

Mentor programs are available through the Mannheim schools. Community Chaplains' programs as well as other community social programs are available to youths. Refer to sections SUPPORT SERVICES and RELIGIOUS PROGRAMS for additional information.

Youth Employment

Many opportunities exist for the youth of Mannheim. Some of the possibilities for work during summer vacation time are: DoD Summerhire program which gives students an opportunity to work in either an administrative capacity or as laborers within the government work force or a bagger at the Commissary. Students 18 years and older can apply as camp counselors, Hire a Teen Work Program, Festival Clean-up Crews. AAFES also has many different positions as sales force workers and laborers within the Post Exchange, Food Mall, Bookmart and Power Zone.

Name: Employment Readiness Program (ERP)
Address: Bldg. 253 /Rm 103 Sullivan Bks
City: Mannheim, Germany, APO AE 09086-9901
Phone: 0621-7302281
FAX: 0621-7303184
DSN Phone: 385-2281
DSN FAX: 385-3184
Comments: This Army Community Service program can assist in finding employment within the community as well as help in filling out application forms, writing resumes and enhancing marketable skills for youth as well as adults.

Youth Centers

Youth Services' Middle School Program operates in the Youth Center. This center offers lounge and recreation/game rooms. Also offered are extra-curricular activities such as soccer and Tae Kwon Doe as well as a summer camp for kids. Video games and TV are also available.

Name: Youth Services (YS)
Address: Bldg. 696, BFV
City: 09086-9901
Phone: 0621-7309208/4212
DSN Phone: 380-9208/4212
Comments: Hours: M-W 1600-2000 F Sa 1800-2200 Facilities include a lounge, recreation and game rooms. Sponsors dances, trips and special events.

For Teens Only

Discussions with Teens in the area show that they consider Mannheim a good community with lots to do and see. Many activities are oriented specifically toward the youth of the community rather than just downsized adult programs!

The youth development program includes welcoming youth to the community through sponsorship. The Teen council plans special events and create activity clubs. The Mannheim high school mascot is the Mighty Bison.

The Prom is the second week in May and Graduation is always the second week in June. Spring break is the first full week in April.

Mannheim High School colors are purple and gold and the courtyard where students gather for lunch and chatting with friends was recently renovated. There is a new sand volleyball court, basketball court and a skateboard ramp for students to enjoy.

Most Teens and junior school students consider section of the SITES booklet very important and long overdue. The input is oriented strictly toward the youth, their interests, activities and concerns, and can only be enhanced with your comments, ideas and suggestions.

Anything that new arrivals feel should be included in this section that will make it better is actively solicited. Please contact the Relocation Readiness Program (RRPM) Manager listed below to voice your ideas and/or concerns. Also, contact Youth Services to request a sponsorship packet.

Name: ACS Relocation Readiness Program
Address: Bldg. 251, Sullivan Barracks
City: 09086-9901
Phone: 0621-7302447
FAX: DSN 385-3184
DSN Phone: 385-2447
DSN FAX: 0621-7303184
E-Mail: site1750@cmtymail.army.mil

Survival Tips For First Termers

Survival Tips for First Termers Overview

For whatever reason you joined the Army, the change to the military lifestyle can be stressful, confusing and challenging while at the same time exhilarating and the beginning of a new adventure. This is especially true for anyone who is not only new to the military but suddenly finds themselves stationed in Europe and Germany. New cultures, new sights and sounds, new lifestyles and above all, almost everyone outside the American military community speaking in a totally incomprehensible language! Welcome to reality!!

Although the opportunity to see Germany and Europe is an experience of a lifetime, resettling halfway around the world has its challenges. That's where Army Community Service's (ACS) Relocation Readiness Program (RRP) can be a friend indeed. The guide you have in your hands is only one example of the assistance that the RAP can give you. The military family members and government civilians working in the Mannheim RRP are here to

help. However, we can only go so far with our community information resources, Lending Closet of houseware loan items, Mannheim Welcome Packets and this SITES (Standard Information Topic Exchange Service) booklet of info on the Mannheim military community. The first step is up to you: contact the RRP at your current location, have them print out the SITES info on Mannheim and show you a copy of our Welcome Packet or even assist you in requesting one directly from us to your current military or leave address. The one thing that is a given in relocating within the Army - KNOW BEFORE YOU GO!! The more you know, the more you will be prepared for your coming move to Mannheim and thus, the less stressful and confusing it will be. It truly can be an adventure - if you do your homework BEFORE you move. Let us help.

Name: 293D Base Support Battalion ACS
Address: Unit 29901, Box 25, ATTN: Relocation
City: 09086-9901
Phone: 0621-7302447
FAX: 0621-7303184
DSN Phone: 3805-2447
DSN FAX: 385-3184
E-Mail: site1750@cmtymail.army.mil
Comments: Drop us an email - we want to hear from you. We will be more than happy to assist individuals electronically and answer any question you may have about our new location. If you have some questions about Mannheim that SITES or our Welcome Packet does not provide, we will research the information for you. Just be sure to include your electronic address where you can be reached.

Name: Mannheim Family Assistance Center (FAC)
Address: Bldg. 253, Sullivan Bks
City: 09086-9901
Phone: 0621-7303101/3388
FAX: 0621-7303184
DSN Phone: 385-3101/3388
DSN FAX: 385-3184
Comments: Army Community Service personnel are manning the FAC M-F 0730-1630, after which the phones are transferred to the Mannheim Military Police duty desk. The FAC was set up in November 1995 as an aide to the families of deployed soldiers. We're here for you so check us out.

Before You Move

As soon as you receive notification of your pending move to any Mannheim or Coleman unit, contact the

RRP at your current location for a briefing on Mannheim and a SITES booklet. This will give you and your family a good idea of what to expect, how to prepare for your move and the assistance of knowledgeable people who have made military moves before. Your object is to learn as much as possible about your new location BEFORE you move. Hopefully, some of the following will aid in your preparation. These are just some of the more important tips!

Start making a list and checking it twice, as the song goes, of things to do, who to contact (don't forget address notifications to businesses, creditors, friends and relatives), school records and immunization records, passports, pet records and immunizations (refer to section PET TRANSPORTATION) and what to take, store, give away or sell.

Request a sponsor be assigned from your new unit. This person will be a vital link between you and your new location. They can help with obtaining information on your new unit and anything else that may be of concern to you. Especially ask them for information on insurance costs for the particular vehicle(s) you are considering shipping to Germany. Vehicle insurance is very expensive here and this information is necessary to decide whether or not to ship that huge sedan you own or opt for something more economical!

Even though the military will be moving your family, cars and household goods, moving will be expensive. Start budgeting now for the coming event. ACS financial counselors recommend at least three months pay to cover expenses and those items which always pop up. In case of an emergency need for funds, refer to the section RELOCATION SERVICES, IN TRANSIT EMERGENCIES for information.

Visit the Transportation office for information on shipping and storing your household goods and hold baggage. One item of great importance: the RAP LENDING CLOSET DOES NOT CARRY LINEN FOR LOAN! You will want to bring the necessary items with you or in your Hold Baggage to suffice until your household goods arrive or purchase it when you arrive.

These are just some ideas to get you started. There are and will be others. Planning is the key to a successful and enjoyable move.

After You Arrive

Check in with us, the Mannheim Relocation Readiness Program at Bldg 251, Sullivan Barracks before purchasing any household items, dishes, cribs, strollers, etc stop by our Lending Closet. We are located behind Subway. If you did not receive a Welcome Packet prior arrival, we will provide you with one containing more accurate and current happenings, community telephone book, maps, conversion charts, German Language pamphlets, etc.

During your In-processing Training you will become familiar with many important agencies that will make your transition to Germany smooth. They include: The Central Processing Facility, Transportation, Housing, Medical Treatment Facility, School Liaison, EFMP, Finance, Household Goods In Bound and POV In Bound. Refer to the various sections of this guide for more details.

Reporting Procedures

Refer to section MUST KNOW ITEMS and TRANSPORTATION at the beginning of this guide for arrival directions, information and details on in processing into the Central Processing Facility (CPF). All details of what is required of you will be given during the incoming briefings by CPF personnel and the Inprocessing Training Center (ITC) presentations. Encourage your spouse to accompany you where possible. The faster you and your family become acquainted with facilities and agencies in the area, the faster you can start enjoying being in one of the best locations in Germany.

Name: 64th Replacement Detachment (Rhein-Main Air Base)
Phone: 069-6997302/7322/7321
FAX: 069-6997623
DSN Phone: 330-7302/7322/7321
DSN FAX: 330-7623
Comments: Located at Rhein Main Air Base, this will be your first point of arrival if flying into Germany. From here, after processing, you must take the S-bus to your destination in Mannheim.

Name: Central Processing Facility (CPF)
Address: Bldg. 255, Sullivan Bks
City: 09086-9901
Phone: 0621-7302086/2069
FAX: 0621-7302232
DSN Phone: 385-2086-2069
DSN FAX: 385-2232
Comments: Hours: M-F 0730-1630

Travel Planning

As stated earlier, do your homework before you go. Get the entire family involved, especially the children. It's going to be a challenging time for them and it is sometime difficult for children to understand why they have to leave close friends and loved ones. Having them help in planning and participate in the travel plans will help take their mind off of what they are leaving and focus more on the adventure they are starting.

Once again, one of your first stops should be the RRP to start gathering info. If you are lucky enough to know someone who has been stationed in Mannheim or at least in Germany, pick their brains. However, if they start to tell you only about how miserable they were and that none of the 'stuff' we have in the good 'ole US of A is available - forget it. There are, unfortunately, many folks who, though stationed in one of the most beautiful countries in Europe, have spent almost their entire tour on post and only around other Americans. Be positive. Sure things are different here; it's a different country, different lifestyles and different languages but that is the positive aspects of a tour in Europe, not the drawbacks. Refer to the sections on RELOCATION SERVICES, NEED TO KNOW ITEMS and BEFORE YOU MOVE for additional info.

Vehicle Ownership

This is probably one of the few areas where there is a bit of concern during your tour in Germany. Large American cars can be a handicap if you are the adventurous type and enjoy following any old road that comes along in a quaint village. Some of these village streets were barely wide enough for a horse and buggy in ancient times much less today! Wide and large is definitely not better within Europe. Many of the fine European made automobiles are still of a reasonable size for this reason - not to mention the cost of gas!

And speaking of costs. Military forces in Europe are allowed to purchase ESSO gas coupons through AAFES Exchanges and on post service stations. These coupons allow one to fill up with lead-free gasoline or diesel at either the on post stations or on the German economy at all ESSO stations (BP only on the Autobahns). Other countries have similar arrangements for NATO forces personnel. Example of cost: current ESSO coupon book for 100 liters (US gallons 26.42) (yep, it's all in the metric system so brush up!) costs US \$36.10. The price of gas on the economy depends upon the \$ to Euro rate. Currently the approximate rate of US \$1.00 = Euro .90, one liter of gas would cost approximately \$1.00!! The coupons are definitely a plus for US Forces in Germany. Car insurance is another matter as well.

PLEASE NOTE: LEADED GAS IS NOT SOLD ANYWHERE IN GERMANY NOR BY THE MILITARY STATIONS. MOST OF THE NEIGHBORING COUNTRIES ARE MOVING SOLELY TO UNLEADED FUEL AS WELL!!

A minimum liability insurance is required by German law with which the military forces have to comply and is relatively inexpensive; being only approximately two to three times the cost of the equivalent in the US! Since car insurance here is based upon the size of the engine, driving history of the insured, age of car and AGE OF THE INSURED, collision insurance can be quite costly depending upon the aforementioned factors. Some younger drivers will find that the car insurance can cost more than the monthly payments on the car!! Here it is absolutely imperative to get some idea of the cost for your particular vehicle BEFORE SHIPPING IT! Your sponsor can definitely be of assistance with this.

All vehicles must pass a yearly safety/mechanical inspection and be registered annually. All passengers in a moving vehicle must wear seatbelts. Refer to sections **MUST KNOW ITEMS** and **REGULATIONS** within the **INSTALLATION** category for requirements and additional information concerning vehicles.

Housing and Billeting

Refer to categories **HOUSING** and **MUST KNOW ITEMS** for details and contact points on applying for on post and off post housing. Personnel **MUST** go through the Housing Referral Office (HRO) prior to signing any lease for off post housing. This is to protect you. German law basically favors the tenant but there are some laws and regulations which it

definitely pays to know about before moving into off post housing. The HRO personnel are very knowledgeable and work with the German landlord on your behalf. Additionally, the HRO has listings of economy housing for the entire Mannheim areas.

Name: Franklin Guest House
Address: Bldg. 312, BFV
City: 09086
Phone: 0621-7301700/6547
FAX: 0621-7308607
DSN Phone: 380-1700/6547
DSN FAX: 380-8607
Comments: Franklin Guest House offers modern lodging arrangements to all eligible personnel and their guest. The Guest House has 3 suites, 39 private rooms with bath, a conference room and a laundry room. A playground is also on the premises. In addition, each room come equipped with security boxes, telephone, cable television, a refrigerator, a coffee maker an iron w/ ironing board. Maid service is provided on a daily basis. The reception area is open Monday through Friday 0600 to 2400 hours. Saturday, Sunday and holidays 0800-2400 hours. Dining and leisure information in guest books are located in each room for easy reference.

Money Matters

As stated earlier, the costs of a Permanent Change of Station (PCS) or Temporary Duty (TDY) can be devastating if not planned for early enough both time-wise and money-wise. Upon notification of a pending assignment to Mannheim, contact your local RRP for assistance. Check with co-workers and friends who have moved previously for ideas and tips. Consult the ACS Financial Readiness Program (FRP) for help in establishing and/or maintaining a budget in order to not leave yourself short or incur unnecessary expenses. Remember also that just because you will be stationed outside the continental US (CONUS), this does not relieve you nor put on hold any payments owed to creditors in the USA or elsewhere for that matter. The FRP counselors can help you set up debt liquidation or payment plans so that no adverse actions such as suits, court fines or even collection agencies are instigated against you. More and more US and German companies, credit institutions and agencies are setting up reciprocal agreements with counterparts in other countries. There is no getting

away from financial responsibilities due to being stationed in another country.

If your spouse works, remember to take into account the loss of that income; at least until your spouse finds employment again. Refer to section EMPLOYMENT and associated contacts for additional information.

However, there are some additions to your income. By being stationed in Germany you will receive cost of living allowances (COLA). Additionally, when making a PCS move, temporary living allowance (TLA) may be paid also. Requirements for all allowances vary so be sure to refer to the appropriate offices within Housing and your unit Personnel Assistance Center (PAC) for details. Also refer to section HOUSING for additional information.

Important Information on the "Euro." The 12 European countries that have agreed to the new currency are: Belgium, Germany, France, Finland, Italy, Ireland, Luxemburg, the Netherlands, Austria, Portugal, Spain and Greece. Three countries of the European community have decided NOT to accept the Euro. They are: Denmark, Sweden and Great Britain.

Starting 1 January 2002, all participating countries are distributing the new currency. The new currency (the "Euro") will consist of seven (7) bills: 5,10,20,50,100,200, and 500 Euro. The bills in all 12 participating countries will be identical. In addition, there will be eight (8) new coins: 1,2,5,10,20,50 cent and 1 and 2 Euro. One Euro equals to .90 cents. The front of the coins are the same but the back of the coin varies from each country.

At A Glance

Facility/Services Summary

--Officer and Enlisted Population--			
Active Duty Officer	413	Active Duty Warrant Officer	81
Guard Reserve Officer	0	Guard Reserve Warrant Officer	0
Retired (Officer and Enlisted)	727	Foreign Service Officers	0
Active Duty Enlisted	4576	Guard Reserve Enlisted	0
Foreign Service Enlisted	0		
--Civilians--			
Civil Service	640	Wage Grade	359
Non-Appropriated Funds	347	Family Members -on and off Installation-	4823
--Family Services--			
Family Centers	2	Teen Centers	1
Child Day Care	3	Family Child Care Certified Homes	59
Total Child Capacity	388	Total Child Capacity	259
Average Waiting List Time -Months-	6		
--Other Services--			
Commissary	1	Exchanges	1
Shoppettes	3	Gas Stations	1
Movie Theaters	2	Banks and Credit Unions	2
McDonalds/Burger King	1	Other i.e. Exchange concessionaires	15

Housing Summary

<i>--Officer Housing--</i>			
Senior Officer Waiting	0	Senior Officer 3 Bed Room	0
Senior Officer 4 Bed Room	98	Senior Officer Other	0
Company Grade Officer Waiting		Company Grade Officer 2 Bed Room	81
Company Grade Officer 3 Bed Room	96	Company Grade Officer 4 Bed Room	12
Company Grade Officer Other	0	BOQ	52
<i>--Enlisted Housing--</i>			
Senior Enlisted Waiting	0	Senior Enlisted 3 Bed Room	96
Senior Enlisted 4 Bed Room	100	Senior Enlisted Other	276
Enlisted Waiting	0	Enlisted 2 Bed Room	764
Enlisted 3 Bed Room	412	Enlisted Other	287
BEQ	38	Transient Lodging Facilities	16

Education Summary

<i>Name</i>	<i>Numbers</i>
Elementary School	1
Jr High/Middle School	1
High School	1

Local Community Summary

<i>Type of Housing</i>	<i>Avg.</i>	<i>Low</i>	<i>High</i>
Apartment Rent	868	734	1000
House Rent	1350	1200	1500
House Price - Single Family	334000	175000	450000
Townhouse/Condominium Price	234000	155000	400000

Medical and Dental Summary

<i>--Medical Facilities--</i>					
Medical Treatment Facilities	N	Number of Beds	0	Medical Clinic	1
Alcohol	N	Allergy	Y	Audiology	N
Cardiology	N	Coronary care	N	Dermatology	N
Dietary	Y	Emergency room	N	Endocrinology	N
Family Practice	Y	General surgery	N	Gynecology	N
HIV Unit	N	Hematology	N	Immunization	Y
Infect Disease	N	Intensive Care	N	Laboratory	Y
Mental Health	N	Neonatal Intensive Care Unit	N	Nuclear Medicine	N
Nephrology	N	Neurology	N	Neurosurgery	N
Obstetrics	N	Oncology	N	Ophthalmology	N
Optometry	Y	Orthopedics	N	Otolaryngology	N
Pathology	N	Pediatrics	Y	Physical Therapy	Y
Podiatry	N	Primary Care	Y	Radiology	Y
Rheumatology	N	Urology	N		
<i>--Dental Facilities--</i>					
Dental Clinics	1	Adolescent	Y	Endodontics	Y
General Dentistry	Y	Oral Surgery	N	Orthodontics	Y
Pedodontist	Y	Periodontics	N		

Relocation and Support Services Summary

<i>--Military Clubs--</i>			
Officers Club	0	Non-Commissioned Officers Club	0
Enlisted Club	4		
<i>--Recreation--</i>			
Arts and Crafts	1	Automobile Hobby Centers	2
Bowling Centers	1	Recreational Centers	1
Libraries	3	Music and Theater Locations	1
<i>--Physical Fitness/Sports--</i>			
9 Hole Golf Courses	0	18 Hole Golf Courses	1
Gyms/Physical Fitness Centers	3	Jogging Paths	1
Tennis Clubs/Courts	1	Tennis Courts - Lighted	1
Swimming Pools - Public	0		
<i>--Nature/Outdoor Activities--</i>			
Outdoor Recreation Centers	1	Campgrounds	0
Fishing Areas	0	Horse Stables	0

APPENDIX

Disclaimer

Presentation of direct or indirect links to products, services or vendors does not constitute endorsement by the Department of Defense. We have provided links to these sites because they have information that may be of interest to our users. These links are presented for informational purposes only. You are encouraged to thoroughly investigate and evaluate items of interest prior to entering into contractual obligations.